

*Lockport Township Park District
Park Board Minutes
June 24, 2024*

Regular meeting of the Board of Commissioners of the Lockport Township Park District was held on Monday, June 24, 2024 at 7:00 p.m. at Dellwood Park Community Center, 1811 Lawrence Avenue, Lockport, IL 60441 followed by the Pledge of Allegiance.

Upon calling roll, the following Commissioners were present:

Jeff Rigoni
Don Bauer
Max Woods
Paul Nobis

Also, present were:

Bill Riordan, Executive Director
Nathan Krusinski, Business Manager
Dave Herman, Director of Recreation
Ken Tondini, Park Foreman
Pete Hall, Director of Facilities, Projects & Planning
John Waxweiler, Director of Public Safety
Ben Ragle, Challenge Fitness Facility Manager
Lisa Bruni, Board Recording Secretary
Gina Madden, Attorney
Steve Lunde, Director of Golf Course Operations

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve consent agenda for the following:

- Minutes of May 20, 2024
- Bills & Payrolls

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis
Nays: None
The Motion Was Duly Carried

Disbursement checks issued and recorded in the accounts payable journal for May 2024 for the following funds:

General Fund	548,407.17
Museum Fund	686.78
Police Fund	34,084.08
Audit Fund	2,000.00
Liability Fund	26,070.00
Recreation Fund	217,449.58
Chaney Pool Fund	22,686.84
Heritage Falls Water Park Fund	64,291.76
Challenge Fitness	43,484.24
Prairie Bluff Public Golf Club	146,064.46
Special Recreation Fund	7,422.73
Debit Services	19,400.16
Construction	63,631.71
Grant	<u>129,630.00</u>
Total	\$1,325,309.51

Employee payrolls for the month of May 2024 for the following funds:

General Fund	112,929.70
Museum Fund	2,278.00
Police Fund	38,992.80
Pension Fund	55,175.99
Recreation Fund	231,649.67
Chaney Pool Fund	2,086.83
Heritage Falls Water Park Fund	1,920.34
Challenge Fitness	103,989.29
Prairie Bluff Public Golf Club	<u>187,396.83</u>
Total	\$736,419.45

Treasurer's Report

Motion made by Commissioner Don Bauer second by Commissioner Paul Nobis to approve the Treasurer's Report as follows:

- Fiscal Treasurer's Report May 2024
- Cash & Investment Report May 2024

- PPRT Analysis
- Prairie Bluff May 2024
- Round Analysis
- Challenge Fitness May 2024
- License Agreement Payments
- Popular Annual Financial Report

Nathan discussed the Popular Annual Financial Report (PAFR) that was included in the board packet, explaining to the Board that it is the second time that this report has been prepared and will be published on our website and submitted with the audit to GFOA for their award program. The report is designed from the 2023 audit and puts the information in a format that is easier to understand. It breaks out the key points with visual aids and content behind the numbers. The report puts the District's financial information from the audit into a format that is easier to understand, that will increase the transparency with residents and give them a better understanding of the ins and outs of the District's activity for the year. Commissioner Bauer commended Nathan on the PAFR report and stated that he was very impressed. He added that the report provides very useful information to our residents in a format that is easy to read and understand.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis

Nays: None

The Motion Was Duly Carried

Correspondence

- Thank you letter from The Zaborski Family to Sarah Hamilton thanking her for all she does to make the OASIS program successful.
- Thank you note from Senator Ventura to Bill Riordan thanking him for attending Parks Day at the Capital and apologizing for not being at to meet with him during his visit.
- Thank you note from the Cary Park Foundation for the District's donation to their Pars Under the Stars event.
- Thank you note to Dave Herman from Cub Scout Pack 64 for the donation for their annual Pancake Breakfast.
- Thank you from Ray Ochromowicz for the District's donation to the PAWS fundraiser.

Report of Officers

A. Attorney's Report

- **Morris Park**
Attorney Madden stated the title has been ordered from the Township land transfer. She stated that she would be working with the Township to make sure that the title pins are accurate.
- **Oak Creek**
Attorney Madden stated she is in the final stages with the County of dividing the parcel pins and finalizing it with the Mapping Department.

B. Secretary's Report

- **None**

C. President's Report

- **None**

Director's Report

- **Department head meetings**
Bill continues to meet with Department Heads as we prepare for the summer activities.
- **Rotary weekly meetings**
Bill attended various Rotary meetings and helping with Rotary's Old Canal Days float.
- **Safety meeting**
We continue to hold safety meetings virtually.
- **Special events**
Attached are the special events through July 2024. There were tremendous turnouts for both Touch-A-Truck (2,200) and the first concert (1,200) at the PAC. There was a big turnout (700) for the Juneteenth Celebration at AF Hill.
- **Fireworks**
The firework show in Dellwood Park is Wednesday 7/3/24. The Village of Romeoville also has their firework show on 7/3/24. Both shows start shortly after dusk.
- **Summer outings**
Attached is the updated list of IAPD outings.

- **Decennial Committee meeting**
The second meeting was June 18th at 3:00pm at DPCC. The report is complete. The final 2 meetings will be July 9th at 3:00 and 3:05 at DPCC. The final report will be brought to the Board for approval at the July meeting.
- **Capital Workshop**
The mid-year capital workshop was June 18th to help shape the capital plan for the 2025 budget.
- **Dellwood Foundation Meeting**
The next Dellwood Foundation meeting is Wednesday June 26th at Noon.
- **Legislative Incentive**
Attached are letters from Senator Ventura and Representative Avelar for various Park District projects that were funded in the 2025 Capital budget.
- **Challenge Fitness expansion update**
Pete stated that the project is on schedule. He stated that the masonry is complete, steel will be delivered tomorrow and then all trades will be on site and exterior will take shape over the next week or two.
- **Heritage Falls Water Park update**
Pete said the pool was operating well now that the issues have been resolved. He added that he would be looking at renovation costs for the slide and splash pad.
- **Police building update**
Pete explained that the building only has a couple of minor items that need to be completed. He added that staff is already using the building.
- **Dellwood Park bridges**
Pete explained that the engineers are finalizing the design and that project continues to stay on track.
- **OSLAD / Crest Hill Memorial Park update**
Pete stated that the project would be in budget even with all the alternative bids that were added.
- **Silo Bend update**
The topographic map has been sent to the engineer to get a concept sketch for the grading of the project. Pete added that the park would be kept at a reasonable distance from any residencies.
- **Highland Ridge update**
The topographic map has been completed and we are working on the proposed grade and playground sketches.
- **Red Oaks update**
The playground is open and has been well received.
- **FCC update**
The gym AC unit was set and ducted in with all ductwork completed in the gym and the food pantry AC unit was installed waiting on Comed to energize.
- **Solar update**
Staff will continue to research possible solar options.
- **Other capital updates**
We received the approval from the FAA for the PB netting project. Poles will be set soon with the netting to be made after the poles are in place, we have a plan for the shed finalized, landscaping in front of Prairie Bluff was done, with the screening to be completed for the AC unit which will be finalized with Andrew, waiting on the contractor to complete the resurfacing of the 2 tennis courts closer to DPCC. Fitness equipment and turf at Adelman is completed.
- **IAPD Webinars**
Bill attended a couple IAPD webinars on IDNR Grants and the new Federal OT Rules.
- **NWCSRA meeting**
Bill attended the May NWCSRA meeting and will attend the June meeting on 6/26/24. Staff met with Jill of NWCSRA and some patrons on the inclusion process.
- **Lockport TIF Meeting**
Bill attended the Lockport TIF (Downtown Area) meeting on June 17th. He stated that there were minor changes to the downtown area.

- **NRPA**
The National Conference is October 8th – October 10th.
- **Paycom**
Nathan and Bill have been working with Paycom on the data conversion. There has been a lot of behind the scenes work taking place and we are on track to go live in November.
- **POTS Lines**
The POT's lines have been converted for the lines that we plan on keeping.
- **Fairmont Area Planning**
Bill attended the Fairmont Neighborhood Plan last month and the Envision Fairmont community input meeting on June 22nd.
- **Lago Vista meeting**
Staff continues to meet with the recently formed committee meeting to shape the development of the park site. There will be another meeting later this week. Concerns were brought up at the last meeting about installing pickleball courts and the noise that residents would hear from them. Staff will continue to discuss these concerns and then pick out amenities that residents agree upon and work with the landscape architects on the topography.
- **Oak Valley subdivision**
Staff continues to work with a development east of Creekside on land contributions.
- **Crest Hill Developments**
Staff continues to work with a developer for an aged targeted community in Crest Hill.

Unfinished Business:

A. Approve IGA with City of Crest Hill

Crest Hill's City Council has reviewed the attached IGA and has agreed in principle to this IGA at their last work session. This IGA addresses my concerns in talking with City staff. The City is looking to approve this agreement at their 7/1/24 Board meeting. Bill told the City he would discuss with the Board and plan to approve the IGA at our June 24th Board meeting. Bill went over the agreement changes with the Board.

Staff recommends approving the IGA with Crest Hill pending Attorney review

Motion made by Commissioner Max Woods, second by Commissioner Don Bauer to approve the IGA with the City of Crest Hill pending Attorney review.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis

Nays: None

The Motion Was Duly Carried

New Business:

A. Approve Low Responsible Bid and Approve Contract for Crest Hill Memorial Park Renovation

Attached is the notice of bidding for the Crest Hill Memorial Park renovation project. Bid packets were available to be picked up from May 28th with the bid opening on Tuesday June 18th at 9:01am. There were at least 12 contractors that took out bid packets with 2 contractors actually turning in bids by 9:00 on 6/18/24. Hacienda Landscaping Inc. was the low responsible bidder. The Park District has worked with Hacienda Landscaping Inc. on previous projects with no issues. Pete has reviewed the bid packet and is comfortable with the bid extension.

This project is part of the OSLAD grant # OS-24-2516 in the amount of \$600,000. The budget for this project is just over \$1,200,000. There were 3 bid alternates for this project to consider. (1) Replace the existing concrete curbing for the west parking lot. (2) Turf for the outdoor fitness equipment and (3) resurface the existing east parking lot. There are also owners items outside this bid estimated around \$300,000. It is the recommendation of staff to accept the low bid as well as bid alternates #1, 2 & 3.

Alternate #1- replaces the entire existing curb for the west parking lot as it is cracked and in bad shape, however, we may reduce the scope and only replace our parking lot side only, so there may be a change order to reduce this amount. Alternate #2 – replaces mulch with turf in the base bid. This is a much better finished product with the turf. The turf will be purchased directly by the Park District. This amount is within my spending authority. Alternate # 3 - replaces the existing asphalt parking lot. This would be part of the asphalt replacement budget. The total to be approved for the base bid and alternates #1, 2 & 3 is \$1,001,424.75. The estimated total for this project including the \$300,000 for owner items is just over \$1,300,000.

Staff recommends approving the low responsible bid and approve the contract with Hacienda Landscaping Inc. including alternates # 1, 2 & 3 in the amount of \$1,001,424.75.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve the low responsible bid and approve the contract with Hacienda Landscaping Inc. including alternates #1, 2 and 3 in the amount of \$1,001,424.75

A short discussion about the alternative bids took place.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis

Nays: None

The Motion Was Duly Carried

B. Review Policy Manual Section 5B.06

Attached is section 5B.06 (Insurance/Retirement Benefit Programs) of the personnel policy. The Lockport Area Benefits Plan made changes to the coverage levels on 7/1/20. Prior to 7/1/20 coverage options were only Single or Family coverage. Now there are 4 coverage levels that an eligible employee can choose from (Single, Employee + Spouse, Employee + Child(ren) or Family). Staff updated the current policy to reflect the 2 additional coverage levels.

While reviewing the policy with our insurance broker a question was asked if a retiree that is eligible for “insurance benefits for retiring employees” (section 5B.06.1.3) would be eligible to leave the plan due to being covered by another plan and later return to the plan in the event of a loss of coverage. The broker reviewed our plan and as long as it is stated in our policy manual the retired employee would be eligible to return to the plan. In the event the retiree is eligible and enrolls in another plan through another employer, their spouse or government program, they would be eligible to return to plan under the same benefits they were eligible for the day immediately preceding their retirement. These changes will save the District money while the retiree is covered under another plan.

Typically, policy changes are reviewed at the first meeting and adopted the next meeting to allow the Commissioners to review the policy changes. Staff will be available to answer any questions of the Board on Monday or prior to the July 22, 2024 Board meeting.

There is no action to be taken by the Board at the June 24, 2024 Board meeting. Changes will be approved at the July Board Meeting.

C. Approve Executive Session Minutes of December 18, 2023

Executive session minutes from December 18, 2023 were delivered for your review and approval.

Motion made by Commissioner Max Woods, second by Commissioner Don Bauer to approve the Executive Sessions minutes of December 18, 2023.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis

Nays: None

The Motion Was Duly Carried

D. Review Executive Session Minutes

In order to comply with the Open Meetings Act, we must review the Executive Session Minutes for release semi-annually to determine if 1) the need for confidentiality exists as to all of part 1) of the closed session minutes, or 2) that the minutes of portions

thereof no longer require confidential treatment and are available for public inspection. Below are the 2 Executive Session Minutes that have not been released:

September 28, 2020 – Pending, probable or imminent litigation
December 18, 2023 – Salaries, etc.

The minutes for December 18, 2023 were delivered separately for confidentiality purposes. We will determine at the June Board Meeting which, if any, of the Executive Session minutes should be released. It is the recommendation of Attorney Madden to not release the minutes of September 28, 2020 due to the fact that confidentiality still exists to these minutes.

There will be 2 motions:

Staff recommends releasing the December 18, 2023 Executive Session minutes.
Staff recommends not releasing the September 28, 2020 minutes, as confidentiality still exists to these minutes.

Motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis to approve releasing the December 18, 2023 Executive Session minutes.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis
Nays: None
The Motion Was Duly Carried

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to not release the September 28, 2020 minutes as confidentiality still exists to these minutes.

Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis
Nays: None
The Motion Was Duly Carried

E. Approve Executive Session Tapes to Destroy

Once a year we destroy the tapes of Executive Sessions whose minutes have been approved and that are no less than 18 months old. Tapes were last destroyed at the June 26, 2023 Board Meeting.

Tapes from Executive Sessions held prior to December 23, 2022 are eligible for destruction as follows:

04/25/2022 – Sale of Property
08/22/2022 – Purchase of Property
12/19/2022 – Salaries

These tapes have written minutes that have been previously approved by the Board.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve destruction of the Executive Session tapes from April 25, 2022, August 22, 2022 and December 19, 2022.

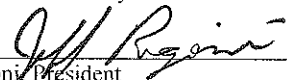
Roll call results were as follows:

Ayes: Jeff Rigoni, Donald Bauer, Max Woods, Paul Nobis
Nays: None
The Motion Was Duly Carried

There being no further business to come before the Board, a motion made by Commissioner Paul Nobis, second by Commissioner Don Bauer to adjourn at 7:47 p.m.

All Commissioners Present Voted "AYE".

The Motion Was Duly Carried.



Jeff Rigoni, President



Max Woods, Secretary