

*Lockport Township Park District  
Park Board Minutes  
November 25, 2024*

Regular meeting of the Board of Commissioners of the Lockport Township Park District was held on Monday, November 25, 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  
Ken Tondini, Director of Park Services  
Pete Hall, Director of Facilities, Projects & Planning  
John Waxweiler, Police Chief / HR Coordinator  
Steve Lunde, Director of Golf Course Operations  
Gina Madden, Attorney  
Ben Ragle, Challenge Fitness Facility Manager  
Jeff Schenk, Police Sergeant  
Lisa Bruni, Board Recording Secretary

**Public Hearing 2023 Tax Levy – Truth in Taxation**

President Rigoni called the public hearing to order at 7:00 p.m.

President Rigoni stated the reason for the public hearing is to receive public comments on the Truth and Taxation Law. The Lockport Township Park District has estimated the amount of taxes for the 2024 tax levy at the October 28, 2024 Board meeting. It is the intent of the Lockport Township Park District to adopt an aggregate levy at tonight's board meeting that is more than a 5% increase from the final aggregate levy of last year. According to Illinois State Statutes, if the aggregate levy increases by more than 5% of the preceding year's aggregate levy, a public hearing along with a Notice of Proposed Property Tax Increase is required. Notice of this Public Hearing along with the notice of proposed property tax increase was published in the Herald News on November 15, 2024. President Rigoni asked if there are any questions or comments from the public. He then asked if there are there any comments or questions from the Board of Commissioners. Hearing none, President Rigoni declared the public hearing closed at 7:01 p.m.

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

- Minutes of October 28, 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 October 2024 for the following funds:

General Fund	255,051.28
Museum Fund	688.18
Police Fund	19,476.29
Recreation Fund	535,144.68
Chaney Pool Fund	848.81
Heritage Falls Water Park Fund	77,278.83
Challenge Fitness	104,902.69
Prairie Bluff Public Golf Club	123,457.38
Debit Services	<u>274,530.66</u>
Total	\$1,391,378.80

Employee payrolls for the month of October 2023 for the following funds:

General Fund	75,822.02
Museum Fund	1,356.25
Police Fund	23,742.70
Pension Fund	38,453.04
Recreation Fund	181,577.63
Chaney Pool Fund	745.91
Heritage Falls Water Park Fund	721.16
Challenge Fitness	<u>69,870.27</u>

Prairie Bluff Public Golf Club	<u>121,144.50</u>
Total	\$513,433.48

**Treasurer's Report**

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

- Fiscal Treasurer's Report October 2024
- Cash & Investment Report October 2024
- PPRT Analysis
- Prairie Bluff October 2024
- Round Analysis
- Challenge Fitness October 2024
- License Agreement Payments

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**Correspondence**

- None

**Report of Officers**

**A. Attorney's Report**

- **Oak Creek**  
Attorney Madden stated that the deed process and parcel division is complete. She will be submitting the paperwork to Will County for the new parcel pin numbers.
- **Oak Valley**  
Attorney Madden explained that the final donation paperwork is complete, the title and survey were conducted today and will be reviewed upon completion.
- **Morris Park**  
Attorney Madden informed the Board that the Township has signed the documents and we will be closing on the property and recording the deed.

**B. Secretary's Report**

- None

**C. President's Report**

- None

**Director's Report**

- **Department head meetings**  
Continue to meet with Department Heads to finalize the 2025 Budget.
- **Rotary weekly meetings**  
I will be helping with Rotary's annual Holiday food drive.
- **Safety meeting**  
We continue to hold safety meetings virtually.
- **Special events**  
Attached are the special events through December 2024.
- **Jingle Bell Jam**  
This is a new special event in the band shell. There will be live music from 4:30-6:00 on Saturday December 7<sup>th</sup>.
- **Haunted Hayride/Curse of the Bayou**  
Bill stated that over 11,000 tickets sold for this year's event. He added that staff is looking to make changes to actor side of the event. A short discussion ensued about the personnel change.
- **Holiday Event**  
The end of year Holiday celebration is December 20<sup>th</sup> at Prairie Bluff.
- **Christmas in the Square**  
Christmas in the Square is Saturday November 30<sup>th</sup> from 1:00-5:00 with the tree lighting around 4:15-4:30.
- **Joint Tune Up Holiday Event**  
The Joint Tune-Up Holiday event is Friday December 6<sup>th</sup> at Cog Hill from Noon-2:30pm. All Commissioners stated that they would attend the event.

- **NWCSRA recognition dinner**  
The annual recognition dinner is December 12<sup>th</sup> at 6:00pm at Bolingbrook CC.
- **Texaco annual advisory safety meeting**  
This annual safety meeting was November 20<sup>th</sup>. The Park District was given a check for \$1,000, which we will use to enhance Fracaro Park.
- **Challenge Fitness expansion update**  
We are wrapping up the outside work. Pete stated that Phase 1 of the project is ending. The building expansion exterior is waiting on the siding but otherwise complete. Turf for the outdoor fitness area will be installed next week. The floor prep is happening on the interior of the building and we will be able to occupy the building after the final inspection is complete. Phase 2 of the project will begin following the opening of the fitness center.
- **Heritage Falls Water Park update**  
Pete explained that the splash pad leak has been fixed and the splash pad equipment has been received. The permit for the liner has been submitted and once that is approved construction can begin in the spring.
- **Dellwood Park bridges**  
The engineers are finalizing the preliminary grading for the bridge crossings to demonstrate the impacts on the floodplain to obtain the desired "no impact flood study memorandum"
- **Crest Hill Memorial Park update**  
Pete stated that paving is taking place at the site, the parking lot will begin tomorrow and then final grading and touch-ups will be completed.
- **Highland Ridge update**  
Pete said the playground equipment has been selected and he will bring that to the Board in the next couple months for approval and will then go out to bid for the project.
- **FCC update**  
We received the final agreement from Will County for the walk in freezer and hope to have the other agreement in the next couple of weeks.
- **Solar update**  
Staff will continue to research possible solar options.
- **Other capital updates**  
We are wrapping up some projects before winter with some fence replacements at Rotary Park, Brisbin Park and a new fence at Lions Park and Fracaro Park. There were also some asphalt repairs.
- **2025 Budget Workshop**  
We are looking to set the date for the 2025 Budget Workshop. Consensus was to hold the meeting on Thursday, December 5<sup>th</sup> at 10:00 a.m.
- **NWCSRA meeting**  
I attended the 11/20/24 Board meeting.
- **IAPD Legal Symposium**  
The IAPD Legal Symposium was Thursday November 7<sup>th</sup>.
- **IAPD / IPRA Conference**  
The IAPD / IPRA conference is January 23<sup>rd</sup>-25<sup>th</sup>. Commissioners Rigoni, Woods and Nobis will attend.
- **Bond sale update**  
Attached is the updated Debt Service payment schedule after the bid results from the 11/20/24 bond sale with the closing scheduled for December 11<sup>th</sup>. Chase Bank was the low bid at a rate of 3.87%
- **PDRMA RMI**  
PDRMA's annual Risk Management Institute is November 22<sup>nd</sup> with many staff from each department planning to attend.
- **PDRMA Annual Risk Council Meeting**  
I attended PDRMA's annual Risk Council meeting to discuss our insurance renewal
- **All Staff meeting**  
We resumed our all staff meetings in November.

- **Paycom**  
Nathan and I continue working with Paycom on the data conversion as we close in on our go live date of 11/25/24 to start clocking in.
- **Silo Bend community input meeting**  
The citizen input committee was established as we met last week to pick out the playground equipment. Attached is the latest overall master plan for this site.
- **Crest Hill developments**  
Staff continues to work with a developer for an aged targeted community in Crest Hill.

**Unfinished Business:**

**A. None**

**New Business:**

**A. Adopt Ordinance 2024-4 Tax Levy Ordinance**

Attached is Ordinance #2024-4, which is the 2024 Tax Levy. At the October 28th board meeting the amount to be levied for the 2024 tax levy was determined. The amount needed for the Corporate and Special Purpose Funds is \$8,791,155. The amount needed for the bonds issued is \$1,350,450. The total estimated taxes to be levied for 2024 are 10,141,605. Since the amount of the Corporate and Special Purpose Funds is greater than 105% of the 2023 Tax Levy (7.35%), a Public Hearing is required along with a notice to be published in the newspaper at least 7 days and not more than 14 days before the Public Hearing. The notice of the Public Hearing was published in the Herald News on November 15<sup>th</sup> and at the start of this meeting, a Public Hearing was held to approve a proposed property tax levy increase allowing any person desired to appear at the Public Hearing and present testimony to the Park District. The Park District has met all requirements to adopt the 2024 Tax Levy. The Tax Levy will need to be approved and filed with the County by the last Tuesday of December.

Staff recommends adopting ordinance #2024-4 – 2024 Tax Levy.

Motion made by Commissioner Paul Nobis, second by Commissioner Max Woods to adopt ordinance #2024-4 – 2024 Tax Levy.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**B. Adopt Ordinance 2024-5 Surplus Equipment**

Throughout the year, we recommend capital items to be declared surplus. These capital items owned by the Park District are no longer needed by the District. Declaring these items surplus will give the District the ability to properly dispose of these assets.

Staff recommends adopting Ordinance 2024-5 declaring surplus equipment per attachment dated November 25, 2024.

Motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis to adopt Ordinance 2024-5 declaring surplus equipment per attachment dated November 25, 2024.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**C. Policy Update Section 5B.07.19 Uniform Allowance**

In looking at section 5B.07.19 of our policy manual, the annual allowance for existing staff needs to be adjusted. This amount has remained the same since at least the late 1990's. The cost of work clothes has obviously increased since that time. The typical purchases include boots, coats, sweatshirts, pants, hats and gloves.

Staff is looking to make this change effective 1/1/25. This will give the board time to review this policy change and vote on this change at the December Board meeting. Typically, policies are reviewed with the Board at the first meeting and then voted on at the next Board meeting.

Staff recommends reviewing section 5B.07.19 uniform allowance at the November Board meeting and approve the policy changes at the December Board meeting.

**D. Approve Change Order – Challenge Fitness Carpentry**

As discussed last month there were some additional fire suppression requirements discovered after the project was bid out. There were several options. This solution was the best choice for aesthetics and costs. There were several other contractors involved to make this happen, but those change orders were within my authority. The carpenter was the only contractor that exceeded my authority to install the firewall in the tennis court area.

Attached is change order #3 from Cosgrove Construction in the amount of \$34,235.00.

Staff recommends approving change order #3 with Cosgrove Construction in the amount of \$34,235.00.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve change order #3 with Cosgrove Construction in the amount of \$34,235.00.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**E. Approve Change Order – Challenge Fitness Asphalt**

As discussed last month there were a couple sections of asphalt that was not in the original bid that make up this change order. The section closest to the new expansion had to be torn out and replaced. We knew this area was going to take a beating during construction, but wanted to address via a change order rather than bid something without knowing the full extent of the damage. The other section of this change order is an area to mill and overlay. Staff felt it was best to address this section of asphalt while the contractor was out here onsite. This is the last section that needed to be replaced from the front doors of Challenge Fitness heading north as we have replaced other sections over the years.

Attached is change order # 4 from Advantage Paving Solutions in the amount of \$49,768.00. The section that needed to be torn out and replaced is \$12,852.50 while the mil and overlay section is \$36,915.50 for a total of \$49,768.00.

Staff recommends approving change order #4 with Advantage Paving Solutions in the amount of \$49,768.00.

Motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis to approve change order #4 with Advantage Paving Solutions in the amount of \$49,768.00.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**Staff Report:**

**A. Accidents**

- o None

**B. Staff Reports to the Board of Commissioners**

**1. Recreation**

- o None

**2. Park Planning and Maintenance**

- o None

**3. Prairie Bluff**

- o None

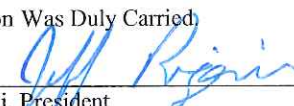
**4. Park Police**

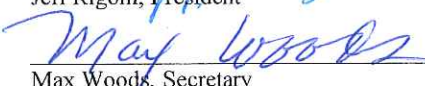
- o None

There being no further business to come before the Board, a motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to adjourn at 7:32 p.m.

All Commissioners Present Voted "AYE".

The Motion Was Duly Carried

  
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Jeff Rigoni, President

  
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Max Woods, Secretary