

*Lockport Township Park District  
Park Board Minutes  
December 16, 2024*

Regular meeting of the Board of Commissioners of the Lockport Township Park District was held on Monday December 16, 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, Director of Park Services  
Pete Hall, Director of Facilities, Projects & Planning  
John Waxweiler, Director of Public Safety  
Ben Ragle, Challenge Fitness Facility Manager  
Steve Lunde, Director of Golf Operations  
Lisa Bruni, Board Recording Secretary  
Pam Hutton, Public Relations and Marketing Supervisor  
Jeff Schenk, Sergeant  
Jennifer Williams, Aquatics/Fitness Supervisor  
Gina Madden, Attorney  
Patrick Maier

**Consent Agenda**

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

- Minutes of November 25, 2024
- Board Workshop Minutes of December 5, 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 November 2024 for the following funds:

General Fund	887,693.67
Museum Fund	715.58
Police Fund	12,429.13
Recreation Fund	337,515.54
Chaney Pool Fund	1,133.41
Heritage Falls Water Park Fund	60,861.60
Challenge Fitness	57,996.08
Prairie Bluff Public Golf Club	79,220.82
Special Recreation Association	229,507.00
Construction Fund	<u>468,930.44</u>
Total	\$2,136,003.27

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

General Fund	111,678.44
Museum Fund	1,968.50
Police Fund	36,255.81
Pension Fund	55,371.99
Recreation Fund	271,911.54
Challenge Fitness	109,232.71
Prairie Bluff Public Golf Club	<u>153,567.59</u>
Total	\$739,986.58

**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 November 2024
- Cash & Investment Report November 2024

- PPRT Analysis
- Prairie Bluff November 2024
- Round Analysis
- Challenge Fitness November 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

- None

##### B. Secretary's Report

- None

##### C. President's Report

- President Rigoni called for a public hearing for the 2025 Budget at 7:00 p.m. on Monday, January 27, 2025 in the conference room at DPCC – 1811 S. Lawrence Ave., Lockport, IL 60441.

#### Director's Report

- **Department head meetings**  
Continue to meet with Department Heads to finalize the 2025 Budget and go over staff evaluations.
- **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 January 2024.
- **Jingle Bell Jam**  
This was a new special event in the band shell. It was good turnout for the first event with everyone having a great time. There were many compliments and staff is looking forward to holding the event again next year.
- **Holiday Event**  
The end-of-year Holiday celebration is December 20<sup>th</sup> at Prairie Bluff.
- **Club of Cheer / Joint Tune Up Holiday Event**  
The Clubs of Cheer Holiday event was Friday December 6<sup>th</sup> at Cog Hill. It was well attended and it appeared everyone had a great time.
- **NWCSRA recognition dinner**  
The annual recognition dinner was December 12<sup>th</sup> at 6:00 pm at Bolingbrook Country Club.
- **Crest Hill Holiday Luncheon**  
Pete and I stopped by Crest Hill for their holiday luncheon.
- **Director's Holiday Luncheon**  
Pete and I attended the Executive Director's holiday luncheon.
- **Staff retirement / resignation letter**  
Steve Hester is retiring in January. Attached is his resignation letter.
- **Challenge Fitness expansion update**  
The plan is to move the fitness equipment into the new fitness Dec 20<sup>th</sup> and open the new fitness area Dec 21<sup>st</sup>. The renovation process for the existing fitness area and lobby will start shortly after. Pete stated that Phase I of the project is complete and cleaning will take place tomorrow, final inspection is on Wednesday, equipment will be moved on Friday and the opening will be on Saturday.
- **Heritage Falls Water Park update**  
Pete stated that the shop drawings are complete and the permit has been submitted.

- **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**  
The asphalt paths and parking lot was completed before the asphalt plants closed. Pete added that once the landscaping is finished the project would be complete.
- **Highland Ridge update**  
We have finalized the playground equipment and working on the layout to start the construction documents. We will bid this project over the winter with a spring 2025 installation.
- **FCC update**  
We received the final agreements from Will County for the walk-in freezer and the agreement for other building improvements. We are working on the various scopes of each project to be approved by Will County. Pete explained that we have received two new grants and will be starting the next phase of this project shortly.
- **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.
- **Purchasing Policy update**  
Attached is the purchasing policy approved earlier this year with the changes in red. The plan was to test these new limits in 2024 to see if the Board is comfortable with the changes and then attempt to simplify the policy. Bill asked if the Board is fine with the authority limits in Section 7.01 – 1.b Purchasing Limits and Board told Bill to leave the purchasing limits as is. Bill stated that the update allows him to negotiate and have a quicker turn around time for purchases.
- **2025 Budget Workshop**  
The 2025 Budget Workshop was December 5, 2025.
- **NWCSRA meeting**  
I will be attending the December Board meeting.
- **LABP Meeting**  
I attended the December Cooperative health insurance meeting in preparation for the 2025 renewal.
- **IAPD webinar – camps grants**  
Sarah and I attended an IAPD webinar on grants for summer camps.
- **IAPD / IPRA Conference**  
The IAPD / IPRA conference is January 23<sup>rd</sup>-25<sup>th</sup>.
- **Romeoville Joint Review Board meeting**  
I attended the two Joint Review Board TIF meetings that are in our boundaries.
- **New Commissioner meeting**  
President Rigoni and I met with Patrick Maier to help transition to his new role as Commissioner.
- **Bond sale update**  
The Bond sale is complete with the funds transferred on 12/11/24. Bill stated that everything went smoothly with the bond sale.
- **Paycom**  
We went live with our first payroll with Paycom on 12/13/24. Bill added that the process went smoothly.
- **Crest Hill developments**  
Staff continues to work with a developer for an aged targeted community in Crest Hill.

**Unfinished Business:**

**A. Approve Policy Manual Update Section 5B.07.19 Uniform Allowance**

In looking at section 5B.07.19 of our policy manual, the annual uniform 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. There are about 20 employees that could be potentially eligible for this allowance for a total annual increase of \$2,500.

Last month Staff presented the proposed change to the board to review and is looking to approve the change effective 1/1/25.

Staff recommends approving the change to the policy manual to section 5B.07.19 uniform allowance as presented effective 1/1/25.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis approving the change to the policy manual to section 5B.07.19 uniform allowance as presented effective 1/1/25.

A short discussion took place regarding where uniforms were purchased.

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. Appointment of Commissioner**

With the vacancy due to the resignation of Commissioner Patrick Sheehan, the Board can appoint a person to fill the vacancy. Because the vacancy occurs with less than 28 months remaining in the term (Commissioner Patrick Sheehan's term would have ended after April 2025 election), the person appointed to fill the vacancy shall hold the office until the expiration of the term for which he or she has been appointed, and an election is not required.

For the April 2025 Park District election there will be 1 seat available on the ballot for the 6-year term. Patrick Maier was the only person to turn in a packet for the 6-year term. It makes the most sense for the Board to appoint Patrick Maier to fill the vacancy now. Patrick will fill the vacancy until the election in April 2025.

Staff recommends the appointment of Patrick Maier as Commissioner effective immediately.

Motion made by Commissioner Paul Nobis, second by Commissioner Don Bauer to Patrick Maier as Commissioner effective immediately.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

##### **B. Swearing in of Commissioner**

At this time, Commissioner Patrick Maier will take the Oath of Office.

I, Patrick Maier, do solemnly swear to affirm that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park District Commissioner according to the best of my ability.

##### **C. Approve Resolution 2024-6 Fund Balance Commitment**

Attached is Resolution #2024-6 prepared by Attorney Madden. This resolution will commit funds from the General Fund, Recreation Fund, Challenge Fitness Fund, Special Recreation Fund and Construction Fund balances to the projects in exhibit "B". These projects were identified in the budget workshop to be priorities of Staff and the Board to be completed or started in 2025. These projects were put on hold for various reasons including the timing of property being decided to the Park District, the best time of the year to complete this project, permitting, etc.

Also attached are the 2025 proposed budget summary, identified projects, the proposed 5-year capital plan and our Fund Balance Policy.

Staff recommends adopting resolution #2024-6 committing funds from the General Fund, Recreation Fund, Challenge Fitness Fund, Special Recreation Fund and Construction Fund Balances for future capital projects of the Lockport Township Park District during 2025.

Motion made by Commissioner Don Bauer, second by Commissioner Paul to approve adopting resolution #2024-6 committing funds from the General Fund, Recreation Fund, Challenge Fitness Fund, Special Recreation Fund and Construction Fund Balances for future capital projects of the Lockport Township Park District during 2025.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**D. Approve Purchase of Playground Equipment for Silo Bend**

As discussed at the budget workshop, staff went over the Silo Bend project and will be looking to purchase some of the long lead items. Attached is the proposal from Little Tikes for the new playground in the Silo Bend subdivision. This parcel is for the new 7-acre park site donated earlier this year from the developer. Also attached is the proposal from Icon Shelters for the pavilion for this park site. The scope of the project is to complete the loop of the walking path, install a new parking lot, install a pavilion and install a playground. We will also be looking to install a maintenance garage and bathroom. The garage and bathroom can be done at a later date, but we plan to do at the same time. The construction documents will be finalized and the plan is to go out to bid in January. The playground equipment and the shelter will be purchased directly by the Park District through purchasing cooperatives with the installation for both in the bid documents. Both the playground equipment and the shelter are long lead items that we will need to order now so they will be ready for the awarded contractor in the Spring.

The playground equipment is quoted from Little Tykes through the Sourcewell purchasing cooperative contract # 010521-LTS in the amount of \$99,969.52.

The shelter is quoted from ICON Shelters through the Good Buy purchasing cooperative contract # 24-25-9B0000 Addendum #2 in the amount of \$64,820.00.

There will be 2 separate motions to approve the purchase of the playground equipment and shelter. Staff recommends approving the purchase of the playground equipment and the purchase of the shelter.

Motion made by Commissioner Don Bauer, second by Commissioner Max Woods to approve the purchase of the playground equipment for Silo Bend from Little Tikes through the Sourcewell purchasing cooperative contract # 010521-LTS in the amount of \$99,969.52

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**E. Approve Purchase of Shelter for Silo Bend**

Motion made by Commissioner Paul Bauer second by Commissioner Max Woods to approve the purchase of the shelter for Silo Bend from ICON Shelters through the Good Buy contract # 24-259B0000 Addendum # 2 in the amount of \$64,820.00.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**F. Approve Purchase of Playground Equipment for Lago Vista**

As discussed at the budget workshop, staff went over the Lago Vista project and will be looking to purchase the playground equipment now since it is a long lead item. Attached is the proposal from Landscape Structures for the replacement playground equipment for Lago Vista Park. The scope of the project is to install a new playground, a synthetic turf putting green and shuffle board courts. We will also be looking to resurface the walking path after construction is complete. The construction documents will be finalized and the plan is to go out to bid early in the Spring of 2025. The playground equipment will be purchased directly by the Park District through the Sourcewell purchasing cooperative with the installation to be bid out later in the Spring. We will need to purchase the playground equipment now so it will be ready for the awarded contractor for the Spring/Summer 2025 installation.

The playground equipment is quoted from Landscape Structures through the Sourcewell purchasing cooperative contract # 010521 in the amount of \$58,008.00

Staff recommends approving the purchase of the playground equipment for Lago Vista Park from Landscape Structures through the Sourcewell purchasing cooperative contract # 010521 in the amount of \$58,008.00.

Motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis approving the purchase of the playground equipment for Lago Vista Park from Landscape Structures through the Sourcewell purchasing cooperative contract # 010521 in the amount of \$58,008.00.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**G. Executive Session Minutes to Release**

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 or part of the closed session minutes, or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

September 28, 2020 – Litigation, Sale of Park Property.

There were no new executive sessions to review and release since June 2024. 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.

Staff recommends not releasing the September 28, 2020 minutes, as confidentiality still exists to these minutes.

Motion made by Commissioner Paul Nobis, second by Commissioner Patrick Maier 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, Patrick Maier

Nays: None

The Motion Was Duly Carried

#### **H. Staff Presentation**

Bill stated 2024 saw record numbers for many of our special events. Most programming has exceeded pre-pandemic numbers. Golf rounds in 2024 topped a record setting 2023 season. Challenge Fitness memberships have consistently been extremely strong in 2024. In fact, 2024 may be the first year that both Challenge Fitness and Prairie Bluff will both generate enough revenue to cover all expenses including capital expenses.

Pam has worked with each department to prepare a presentation of our accomplishments. Each Department will have a representative to go through these accomplishments.

#### **Staff Report:**

##### **A. Accidents**

- None

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

###### **1. Recreation**

- None

###### **2. Park Planning and Maintenance**

- None

###### **3. Prairie Bluff**

- None

###### **4. Park Police**

- None

#### **Motion to go into Executive Session**

At 7:55 p.m. a motion made by Commissioner Don Bauer, second by Commissioner Max Woods to go into closed session pursuant to – 5ILCS 120/2 (c)(1), to discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the Park District.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

Executive session began at 7:59 p.m.; Commissioners Rigoni, Woods, Nobis, Maier and Bauer were present along with Director Riordan and Attorney Madden.

At 8:17 p.m. a motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to come out of closed session pursuant to – 5ILCS 120/2 (c)(1), to discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the Park District.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

At 8:17 p.m. a motion made by Commissioner Paul Nobis, second by Commissioner Max Woods to go back into regular session.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**I. Approval of 2025 Staff and Salary Proposal**

Staff recommends approving the 2024/2025 staff and salary proposal as presented.

Motion made by Commissioner Don Bauer, second by Commissioner Max Woods to approve the 2024/2025 staff and salary proposal as presented.

Roll call results were as follows:

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


Nays: None

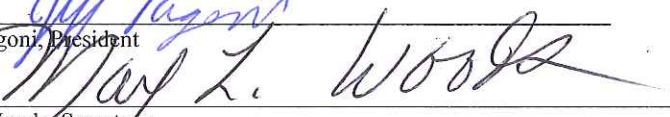
The Motion Was Duly Carried

There being no further business to come before the Board, a motion made by Commissioner Patrick Maier, second by Commissioner Max Woods to adjourn at 8:20 p.m.

All Commissioners Present Voted "AYE".

The Motion Was Duly Carried.

  
\_\_\_\_\_  
Jeff Rigoni, President

  
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Max Woods, Secretary