

*Lockport Township Park District  
Park Board Minutes  
January 27, 2025*

Regular meeting of the Board of Commissioners of the Lockport Township Park District was held on Monday, January 27, 2025 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  
Patrick Maier

Also, present were:

Bill Riordan, Executive Director  
Dave Herman, Director of Recreation  
Lisa Bruni, Board Recording Secretary  
Nathan Krusinski, Business Manager  
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  
Jeff Schenk, Sergeant  
Gina Madden, Attorney  
Jennifer Williams, Aquatics/Fitness Supervisor  
Thomas Misiurewicz, Park Services

Public Hearing 2025 Budget and Appropriations Ordinance – President Rigoni called the public hearing to order at 7:00 p.m. President Rigoni stated that purpose of the hearing would be to receive public comments on the 2025 Budget and Appropriations Ordinance. The combined Annual Budget and Appropriations Ordinance appropriates the monies that are necessary to cover the projected expenses and liability that the Lockport Township Park District may incur in 2025. The 2025 Budget and Appropriation Ordinance was put on display at the Dellwood Park Community Center from December 20, 2024 through January 24, 2025. Notice of this public hearing along with the notice putting the Budget on display was published in the Joliet Herald News on December 17, 2024. He then asked if there are any questions or comments from the Board. Hearing none President Rigoni declared the public hearing closed at 7:01. No visitors were present for the hearing and there were no public comments.

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

- Minutes of December 16, 2024
- Bills & Payrolls

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

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

General Fund	240,993.65
Museum Fund	597.44
Police Fund	10,027.85
Liability Fund	63,408.84
Recreation Fund	414,551.03
Chaney Pool Fund	706.97
Heritage Falls Water Park Fund	1,154.40
Challenge Fitness	89,212.50
Prairie Bluff Public Golf Club	55,587.78
Construction	<u>235,905.75</u>
Total	\$1,112,146.21

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

General Fund	159,142.53
Museum Fund	1,538.38
Police Fund	31,301.95
Recreation Fund	178,735.18
Chaney Pool Fund	1,033.66
Heritage Falls Water Park Fund	1,033.66

Challenge Fitness	82,897.87
Prairie Bluff Public Golf Club	<u>89,636.83</u>
Total	\$545,320.06

### Treasurer's Report

Motion made by Commissioner Paul Nobis, second by Commissioner Patrick Maier to approve the Treasurer's Report as follows:

- Fiscal Treasurer's Report December 2024
- Cash & Investment Report December 2024
- PPRT Analysis
- Prairie Bluff December 2024
- Round Analysis
- Challenge Fitness December 2024
- License Agreement Payments
- GFOA-Certificate of Achievement for Excellence in Financial Reporting

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

### Correspondence

- Certificates of Appreciation were sent to the Park District from Chicagoland Toys for Tots 46<sup>th</sup> Motorcycle Parade, thanking the Park District for serving as a toy collection site at the DPCC and Challenge Fitness.

### Director's Report

- **Department head meetings**  
Continue to meet with Department Heads to prepare for 2025 events and projects.
- **Rotary weekly meetings**  
I helped with Rotary's annual Holiday food drive.
- **Safety meeting**  
We continue to hold safety meetings virtually.
- **Special events**  
Attached are the special events through February 2025.
- **Year End Payroll**  
There were 496 W2's for 2024.
- **2024 Audit**  
We will be starting the 2024 Audit in the coming weeks.
- **Consumer Price Index**  
The CPI increase from Dec 2023 vs Dec 2024 is 2.9%. Attached is the CPI history.
- **Challenge Fitness expansion update**  
The new fitness center is open. Demolition is nearly complete for the lobby and old fitness area. Pete added that phase 1 is completed; the fitness center was closed down for one day to move equipment and reopened the next morning. He stated that the new facility was well received by patrons. Phase 2 started the first week of January and is well underway.
- **Heritage Falls Water Park update**  
Pete stated that we were waiting on the permit and would pick up working on the project in the spring.
- **Dellwood Park bridges**  
Pete explained that we were waiting on the permits for the project. He added that he met with a company at the state conference regarding the project and it looks like we can go thru the co-op to purchase the bridge.
- **Crest Hill Memorial Park update**  
The project is complete. Pete added that the landscaping will be completed in the spring.

- **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.
- **Silo Bend Update**  
Pete stated that the project drawings are almost complete, next month we should receive the permits and will then go to bid.
- **Lago Vista update**  
Pete explained that the landscape architect was one site and conceptual drawings should be received shortly.
- **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.
- **Solar update**  
Bill stated that there were not as many solar contractors at conference this year. He added that staff feels a solar project at DPCC would be a good option. It can be placed on the gym roof and will not be seen by the public, it is a good location because it is a newer roof with less foot traffic.
- **Other capital updates**  
The last fence project to be completed is at Lions Park as we are waiting on material, Bill stated the fence is for safety and we are working with the school to have it installed when the weather breaks. The zero-turn mower in the budget was ordered as well as the food steamer at PB; Bill added that the mower would be ordered after the budget is passed.
- **State of the City - Lockport**  
The State of the City - Lockport is Tuesday February 18<sup>th</sup> at 11:30 at Rancho Los Guzman. Please let me know if you plan on attending.
- **State of the Village - Romeoville**  
The State of the Village - Romeoville is Thursday March 20<sup>th</sup> at 11:30 at the Romeoville Athletic and Event Center.
- **IAPD / IPRA Conference**  
The IAPD / IPRA conference was January 23<sup>rd</sup>-25<sup>th</sup>.
- **Dellwood Foundation Outing**  
Attached is the flyer for the "Simulator Golf outing" on Friday May 2, 2025 at Prairie Bluff driving range. Please let me know if you plan on attending.
- **Legislative Breakfast**  
The Legislative Breakfast is Friday February 21<sup>st</sup> at Tinley Park Park District. All Commissioners except President Rigoni will be attending.
- **NWCSRA meeting**  
I will be attending the January Board meeting.
- **LABP Meeting**  
There were a couple LABP meetings in January in preparation for the July renewal.
- **Paycom**  
We went live with our first payroll with Paycom on 12/13/24. Staff is getting more comfortable with the new process. We will next implement the onboarding and training features next.
- **Hayride of Horror**  
Bill stated that the staff for the event are now independent contractors. He added that he will be bringing the contract to the Board for approval, hopefully in the next day or two. The contract would be retroactive at the next Board meeting.

## **New Business**

### **A. Introduce Full Time Park Services Employee**

Earlier this month Steve Hester retired after nearly 24 years of part-time and full-time service. Here this evening is Thomas Misiurewicz. Thomas has worked part-time for the District in a couple positions for the past 2 ½ years. Thomas has worked in the park services department as well as working at Challenge Fitness. Thomas is familiar with operating many pieces of equipment as well as working many special events over the years. Thomas will start full-time on February 3<sup>rd</sup>.

Please welcome Thomas Misiurewicz.

**B. Adopt Ordinance 2025-1 Budget and Appropriations Ordinance**

Attached is the 2025 budget as discussed at the budget workshop in December. There were a few changes to the budget from the budget workshop. Attached is a summary of these changes.

The notice for the public hearing and putting the budget on display was published in the Joliet Herald News on December 17<sup>th</sup>. The budget was on display at DPCC from December 20, 2024 through January 24, 2025. The public hearing was held at the beginning of this meeting. We have met the requirements in order to adopt the 2025 Budget and Appropriations Ordinance.

Also attached are the 2025 Budget Summary and Capital Expenditure worksheets for the 2025 Budget. The net operating budget for 2025 is increasing by 5.90% from the 2024 Budget. The total expenditure for the Budget is \$28,933,300. Larger projects in this budget include:

- Completion of the Challenge Fitness expansion
- Completion of Crest Hill Memorial (OSLAD Grant).
- Several playground projects including Silo Bend, Lago Vista, Highland Ridge and CH Admin area.
- There is money in this budget if the Board would choose to do something with solar energy.

Staff recommends adopting ordinance 2025-1 Budget and Appropriations Ordinance as presented.

Motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis to adopting ordinance 2025-1 Budget and Appropriations Ordinance as presented.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**C. Adopt Resolution 2025-2 NIMEC Agreement Authority**

The Park District has 2 main electric accounts that we have utilized NIMEC (Northern Illinois Municipal Electric Collaborative) to go out to bid with other units of government for many years. The DPCC/Challenge Fitness account agreement was a 3-year agreement approved in 2023 so nothing is required at this time. However, the Prairie Bluff account expires in May 2025. NIMEC uses the purchasing power of large municipal electric users and bids the combined usage as leverage for better rates. NIMEC monitors the best time to go out to bid and we have typically 24 hours to approve the agreement. NIMEC anticipated to bid out the electrical contracts in March 2025. The Resolution will give the Executive Director authority to approve the agreement with the low bidder for up to 3 years. NIMEC will bid out 1 year, 2 year and 3-year rates and we choose what best fits the Park District. The agreement will be brought before the Board for "official" approval at the next Board meeting after this bid opening.

In the event the board wishes to install solar panels during the length of the contract, the electric suppliers have verified there is no penalty for any reduction of electrical usage as long as we continue to use that group as our supplier. There is one additional form to be filled out using a non-Comed supplier.

Staff recommends adopting Resolution 2025-1 giving the authority to the Executive Director to approve the electrical supplier agreement up to 3 years with the low bidder through NIMEC.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to adopt Resolution 2025-1 giving the authority to the Executive Director to approve the electrical supplier agreement up to 3 years with the low bidder through NIMEC.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**D. Approve 2026 International Trips**

The Board requested staff to seek approval before offering international trips. The recent international trips have been very successful. Staff is requesting approval for 3 International trips in 2026. The 3 trips are:

- Greece Yacht Cruise – July 10, 2026 – July 18, 2026
- Iceland – October 14, 2026 – October 20, 2026
- Christmas in Montreal – December 2, 2026 – December 6, 2026

Through surveys, these trips have been recommended by our patrons. Attached is the information on these 3 trips including the prices and tour highlights. All 3 trips are through Mayflower Cruises and Tours.

If approved by the Board, staff will set up informational public meetings to present each trip and give our patrons the opportunity to ask questions.

Staff recommends approving the 3 international trips in 2026 as presented.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve the 3 international trips in 2026 as presented.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**E. Approve Purchase of Police Vehicle**

There is \$56,000 in the 2025 Police budget for the purchase of 1 vehicle. Attached is the proposal from Currie Motors Fleet for a 2025 Ford Interceptor in the amount of \$47,615.00 through the Suburban Purchasing Cooperative contract #204.

This vehicle replaces a 2013 Ford Explorer. There will be additional costs to outfit the vehicle after it delivered to the Park District. This will be done through various vendors with an estimated amount of \$6,000 - \$8,000.

Staff recommends approving the purchase of a 2025 Ford Interceptor in the amount of \$47,615.00 through the Suburban Purchasing Cooperative contract #204.

Motion made by Commissioner Patrick Maier, second by Commissioner Paul Nobis to approve the purchase of a 2025 Ford Interceptor in the amount of \$47,615.00 through the Suburban Purchasing Cooperative contract #204.

A short discussion took place regarding the vehicle.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**F. Approve Alcohol Request for 2025 Special Events in Dellwood Park**

Staff is requesting approval to sell alcohol in Dellwood Park at the following events.

**Summer Concerts – 6:00pm – Midnight**

Friday May 30<sup>th</sup>

Friday August 15<sup>th</sup>

**Military History Weekend**

Saturday September 6<sup>th</sup> – 11:00am – Midnight

Sunday September 7<sup>th</sup> – 11:00 am – 5:00 pm

**Will County Car Show – 8:00am – 5:00pm**

Sunday August 17<sup>th</sup>

**Wing it Wednesday's concert series – 5:30 – 9:00pm**

Every Wednesday from 6/4/25 – 08/27/25

**Wine Down Wednesday's Painting in the Park – 4:30pm-6:30pm**

Wednesday June 11, 2025

Wednesday July 9, 2025

Wednesday August 13, 2025

**Jingle Bell Jam**

December 6, 2025 – 4:00pm to 2:00pm

Staff recommends the approval to sell alcohol in Dellwood Park for the events as presented.

Motion was made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve the sale alcohol in Dellwood Park for the events as presented.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

**G. Review Purchasing Policy**

At the March 25, 2024 Board meeting, changes to the purchasing policy were approved. The main change to the purchasing policy was to give the Executive Director authority to purchase and authorize purchases for Board approved capital expenditures assets or projects up to the competitive bid limit threshold. The Board wanted to test these purchasing limits the rest of 2024. The Board also asked staff to simplify the purchasing policy. In discussion at the December 2024 Board meeting, the Board is comfortable with the new limits established to the purchasing policy approved at the March 25, 2024 Board meeting.

Attached is a draft of the new Purchasing and Bill Payment Policy prepared by staff in effort to simplify this policy. Staff feels the purchasing authority is much more simplified in this draft. Added to this policy are definitions for "General Operating Purchases" and Capital Assets and Purchases". Lastly, staff included the actual State Statute numbers for quick reference.

Also attached is the "Red Line" version of the purchasing policy approved at the March 25, 2024 meeting for reference.


The Board typically reviews any changes to the policy manual at the first Board meeting and look to act on these changes at the following Board meeting. Please review this policy and discuss any changes to this draft policy with staff prior to the February Board meeting.

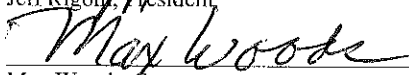
Staff recommends no action to take place at the January Board meeting and for the Board to review the new draft Purchasing and Bill Payment Policy. Please discuss with staff any concerns to this new policy prior to the February Board meeting.

There being no further business to come before the Board, a motion made by Commissioner Don Bauer, second by Commissioner Paul Nobis to adjourn at 7:40 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