

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

Regular meeting of the Board of Commissioners of the Lockport Township Park District was held on Monday, March 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
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
Danielle Jimenez, DPCC Administrative Assistant
Steve Lunde, Director of Golf Course Operations
Jennifer Williams, Aquatic/Fitness Supervisor
Angelo Cordero, Assistant Golf Course Superintendent
Shane Holmstrom, Head Chef

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

- Minutes of February 26, 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 February 2024 for the following funds:

General Fund	30,351.91
Museum Fund	857.45
Police Fund	51,659.33
Liability Fund	10,998.86
Recreation Fund	259,406.88
Chaney Pool Fund	4,702.23
Heritage Falls Water Park Fund	987.29
Challenge Fitness	38,021.31
Prairie Bluff Public Golf Club	115,280.01
Construction Fund	1,182.48
Grant Fund	<u>158.51</u>
Total	\$513,606.26

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

General Fund	76,035.00
Museum Fund	945.50
Police Fund	21,544.70
Pension Fund	31,680.88
Recreation Fund	154,460.99
Chaney Pool Fund	721.16
Heritage Falls Water Park Fund	721.16
Challenge Fitness	72,288.90
Prairie Bluff Public Golf Club	<u>64,973.51</u>
Total	\$423,371.80

Treasurer's Report

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

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

- PPRT Analysis
- Prairie Bluff February 2024
- Round Analysis
- Challenge Fitness February 2024
- License Agreement Payments
- 2023 Tax Levy

A short discussion ensued about membership and tennis revenue.

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 Bridges to a New Day for the Park District's donation of three gift certificates for the Premium Bays/Simulators at Prairie Bluff Golf Course.

Attorney's Report

In Gina's absence, Bill updated the Board on three projects.

- **Silo Bend/Morris Park**
 - Gina requested the owner's attorney to record the deed and then we will move forward with the transfer.
- **Oak Creek**
 - Gina is currently preparing the application for the division of the plats.
- **Vine Street Parcel**
 - The City of Lockport voted to accept the proposal at their last Board meeting.

Director's Report

- **Department Head Meetings**
Bill met frequently with Department Heads.
- **Rotary Weekly Meetings**
Bill attended various Rotary meetings.
- **Safety Meeting**
We continue to hold safety meetings virtually.
- **Special Events**
Attached are the special events in April 2024 and the beginning of May 2024. Bill reminded the Board about the upcoming Golf Outing at Prairie Bluff on May 3rd and asked who was planning on attending.
- **OSLAD Application**
The window for the next round of OSLAD grants will open soon. Bill recommended applying for Sunset Park for this next round of applications, which will open on July 1st. Bill stated that if we did not receive the grant in this round we could reapply for it again the next couple of years.
- **Pickleball lights**
The pickleball lights are energized. Pete explained that all the lights and outlets are ready to go and that they will be turned on when the courts open on April 1st. He added that the whole project was done in house and everything was done well.
- **Challenge Fitness Expansion update**
The project has started. Pete gave an update and stated that he approved the contracts, received bonds and has started submittals for materials. He added that the concrete foundations will be poured next, the rebar is already in and contractors are just waiting for a break in the weather.
- **Heritage Falls Water Park update**
Pete explained that the testing of the trenches has taken place and they are not losing nearly the amount of water they were last year. Caulking and patching still need to take place and staff is looking at a waterproof surfacing to help seal some of the cracks. The trench will then be sealed with a porous concrete material, which can be done without a permit from IDPH since it is considered regular maintenance. The filter for the pool has been shipped and is in a local warehouse waiting for delivery, which should happen in the next 2-3 days, and then staff will start the installation.
- **Police Building update**
Pete stated that the building has been insulated, drywalled and all the mechanicals are done. Staff will start painting and installing the ceiling grid shortly. He added that he hoped to have the project finished by early May.

- **Dellwood Park Bridges**
We are waiting on the engineers to finish their report so the final length and height can be determined for a better budget.
- **Solar Update**
Staff will continue to research possible solar options.
- **Other Capital updates**
Staff discussed various projects that have started or will be starting soon including the driving range netting, the storage shed at Prairie Bluff, purchasing the police cameras, replace the coping stones at Heritage Falls Water Park and preparing for the resurfacing of the 2 tennis courts. A short discussion took place regarding the storage shed at the driving range.
- **FCC energy efficiency meeting**
Staff met with members of Will County's Resource and Recovery Energy Division to discuss energy efficient options for FCC.
- **School – IGA's**
We will be updating all school IGA's as part of the Efficiency Committee process.
- **Efficiency Committee**
We will need to set the first meeting for the efficiency committee. Bill stated that he will check the availability of the committee members and hopes to have the first meeting in April.
- **SSPRPA Meeting**
Bill and Pete attended the SSPRPA meeting at the Romeoville Recreation department.
- **Parks Day and Legislative Conference**
Parks Day in Springfield is May 7th with the Legislative Conference on May 8th. Bill, Commissioners Rigoni and Nobis will be attending.
- **Lockport Developments**
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.
- **Crest Hill Admin area**
Talks resumed with the City on the IGA with the Park District for the playground area. Bill stated that we were making progress on the IGA and that Gina is getting clarification from PDRMA on one item before moving forward. He added that he hoped to present the final agreement to the Board in the next few months.
- **LABP pre-renewal meeting**
We met for our upcoming health insurance renewal with an expected 7% increase.
- **NIMEC Bid**
The NIMEC bid meeting is Wednesday March 27th. Bill stated he would report to the Board on final rates next month.
- **Paycom**
Bill and Nathan met with Paycom to discuss the transition to their payroll software. The plan is to go live with a payroll solution in November 2024.
- **Staff Retirement**
Attached is a letter from Cathy Kenny letting the Board know she will be retiring the end of April. Congratulations to Cathy. Bill added that Cathy has been with the Park District 22 years.
- **Haunted house**
John and Bill met with John LaFlamboy to discuss the upcoming season and crowd control. He added that it was a productive meeting and that John LaFlamboy would be working with the City to address some of the items of concern.
- **All Staff Meeting**
We continue meet with all our FT staff to complete any annual trainings and meet with our Priority Groups

New Business:

A. Introduce Assistant Golf Course Superintendent

Please welcome Angelo Cordero as the Assistant Golf Course Superintendent at Prairie Bluff. Angelo started last month on a part-time basis until his day classes finished and was able to start full-time on 3/11/24. Attached is the job description for this position. Angelo worked last year as an intern at Mistwood and is finishing his associates turf degree at JJC in May.

Angelo thanked the Board for the opportunity and stated that he was looking forward to working with Andrew and upholding the standards of the golf course.

B. Introduce Head Chef

Please welcome Shane Holmstrom as the Head Chef at Prairie Bluff. Shane started full-time on 3/20/24. Attached is the job description for this position and Shane's resume. Shane has golf course experience and banquet experience. Shane has been the Executive Chef at Corner Stone Tavern in Lemont since February 2020.

C. Approve Farm License

Attached is the farm license agreement with Stewart Spreading. The Park District has worked with Stewart Spreading since 2010. The license area is approximately 22 acres south of the garage and soccer fields. This is a 1-year agreement giving us an opportunity to expand this area with additional fields in the near future. This is the same agreement prepared by Attorney Madden last year with new dates.

Staff recommends approving the Farm License with Stewart Spreading pending attorney review.

Motion made by Commissioner Paul Nobis, second by Commissioner Don Bauer to approve the Farm License with Stewart Spreading 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

D. Approve Purchasing Policy Updates

Staff is looking to update the Purchasing and Bill Payment Policy. The changes to the policy are highlighted in red. There are some updates to the policy to reflect with our current practices, but the main change suggested by staff is increasing the purchasing authority of the Executive Director for Board approved capital projects and assets. Staff is looking to increase the purchasing authority of the Executive Director for Board approved capital projects and assets from \$15,000 to the complete bid limit threshold provided in the Illinois State Statutes (currently \$30,000). These capital projects or assets must be approved by the board in the current year budget. The purchasing authority for general purchases will remain the same at \$15,000. Bill added that staff would like to test the policy until January 1, 2025, the goal would be to use the policy as guide to help write a new policy.

Staff recommends approving the changes to the Purchasing and Bill Payment Policy as presented effective immediately through January 31, 2025.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve the changes to the Purchasing and Bill Payment Policy as presented effective immediately through January 31, 2025.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

E. Approve Coping Stone Replacement

Last fall we removed the majority of the coping stones to address the leaks in the gutters at Heritage Falls Water Park. In order to open the pool this summer we need to set the coping stones. Pete is working with several companies to set these coping stones. There is \$30,000 in the budget to set the coping stones. Pete is confident he can negotiate with one of these companies to get this project completed before the pool opening.

Staff recommends giving the Executive Director authority up to \$30,000 for the replacement of the coping stones at Heritage Falls Water Park.

Motion made by Commissioner Max Woods, second by Commissioner Paul Nobis to approve giving the Executive Director authority up to \$30,000 for the replacement of the coping stones at Heritage Falls Water Park.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

F. Approve Synthetic Grass Surfacing

There were several "owner items" that were not included in the bid opening last month. The park district is working directly with Forever Lawn Chicago through the Sourcewell Purchasing Cooperative Contract # 031622-FVL. Pete had \$115,000 in the "owner item" budget for the turf purchase and installation. Attached is the proposal from Forever Lawn Chicago along with the product specifications and warranty.

Staff recommends approving the proposal from Forever Lawn Chicago in the amount of \$113,860.47 through the Sourcewell Purchasing Cooperative Contract #031622-FVL.

Motion was made by Commissioner Paul Nobis, second by Commissioner Max Woods to approve the proposal from Forever Lawn Chicago in the amount of \$113,860.47 through the Sourcewell Purchasing Cooperative Contract #031622-FVL.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

G. Approve Purchase of Shade Structure

The purchase of the shade structure is another "owner item" that was not included in the bid opening last month. The park district is working directly with Parkreation, Inc. through the Good Buy Purchasing Cooperative Contract # 23-24-9B0000 addendum #2 for the purchase of this shade structure. Pete had \$33,000 in the "owner item" budget for the purchase of the shade structure. The installation of the shade structure was part of the Site Work package that was bid out and approved last month. The cost of the shade structure including engineered stamped drawings and shipping is \$32,834.00

Staff recommends approving the proposal from Parkreation, Inc. in the amount of \$32,834.00 through the Good Buy Purchasing Cooperative Contract #23-24-9B0000 Addendum #2.

Motion was made by Commissioner Don Bauer, second by Commissioner Paul Nobis to approve the proposal from Parkreation, Inc. in the amount of \$32,834.00 through the Good Buy Purchasing Cooperative Contract #23-24-9B0000 Addendum #2.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

H. Approve Agreement to Purchase Policy Body Worn Cameras

Our officers will be mandated to wear body worn cameras on 01/1/25. Attached is a memo from John outlining the 5-year agreement for the 8 cameras, accessories, redaction software and storage. The first year of the agreement is \$15,320.06, which includes the upfront hardware costs. The license fee for years 2-5 is estimated to be \$8,889.16. The Park District is eligible for the ILETSB camera grant. It is anticipated that we will get a grant to cover the cameras, training and storage in the amount of \$9,717.00.

The plan is to start the implementation and training in June, test the body worn cameras in November and December. This will allow us to be ready for the mandated January 1, 2025 date.

Staff recommends approving the agreement with Axon Enterprise, Inc. with the first-year cost of \$15,320.06.

Motion was made by Commissioner Paul Nobis, second by Commissioner Don Bauer to approve the agreement with Axon Enterprise, Inc. with the first-year cost of \$15,320.06.

A short discussion ensued about the agreement terms and the number of cameras needed.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

I. Approve Purchase of Police Vehicle

The replacement of a Police vehicle was on hold the past couple years with the lack of inventory for vehicles. Now that vehicle inventory is improving; purchasing cooperatives are finally back with production to start in May 2024. There is \$53,000 in the 2024 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 \$46,558.00 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 - \$7,000.

Staff recommends approving the purchase of a 2025 Ford Interceptor in the amount of \$46,558.00 through the Suburban Purchasing Cooperative contract #204.

Motion was made by Commissioner Paul Nobis, second by Commissioner Don Bauer to approve the purchase of a 2025 Ford Interceptor in the amount of \$46,558.00 through the Suburban Purchasing Cooperative contract #204.

Roll call results were as follows:

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

Nays: None

The Motion Was Duly Carried

Commissioner Bauer congratulated the staff on golf course, driving range and programming revenue and is happy to see that all the projects are heading in the right direction.


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 7:50 p.m.

All Commissioners Present Voted "AYE".

The Motion Was Duly Carried.



Jeff Rigoni, President



Paul Nobis, Secretary