

BOARD MINUTES

April 10, 2017

The regular monthly Board Meeting of the Board of Commissioners was called at 7:03 p.m. on April 10, 2017 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

The following commissioners were present: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

Also present were: Jennifer Fullerton, Executive Director, Dan Maier, Recreation Director and Jim Murphy, Maintenance Director.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Guisto, to approve minutes March 13, 2017. Ayes: Jerantowski, Kosnick, Morgan. Abstain: Peterson and Guisto.

SECRETARY'S REPORT

Commissioners received sales literature from Sport Court and a PDRMA Health in Action March newsletter. Also, First Midwest Bank sent some paperwork to be signed by authorized signers for the CD accounts since the bank has changed names.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

The skate park was opened April 1 and prior to that skate lite was replaced, screws replaced, pressure washed and cleaned up. Two cedar boards were replaced where the portable restroom is located. The drinking fountain by the splash pad needed to be repainted. One area of the paint peeled off and several areas were badly scratched during use last year. The fountain is two years old since Hacienda had to store it for a year and then we installed it during renovations last year. The manufacturer Willoughby Industries asked the district to pay the freight to Indianapolis (\$150.49) and they would repaint the fountain and pay the return freight. We received the fountain so now we need to install it. A shower in the men's locker room at KP developed a leak. The maintenance department was not able to repair it. Tri County Plumbing replaced the old one and installed the current model of a Powers Shower Module. (Cost \$1500.00). This year the park district will not be using Service Sanitation for its two portable restrooms. Prime Portables will be the district's new vendor. Prime Portables gave the district a better price for the weekly service and for the carnival. The portable restrooms were delivered to Martin Park and Kasey Meadow on April 1.

Seal Coating Purchase:

The two parking lots at Kasey Meadow that were used for construction last year need to be seal coated and cracked filled (main lot by building/northwest lot). We plan to do this June 1 & 2 since the building will be closed to have the wood floor refinished. Prices for this project were \$7,751 for Maul Seal Coating and \$10,185 for Blackout Seal Coating. We called other vendors but they didn't call back. We saw Maul Seal Coating at the January park conference. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve Maul Seal Coating for a total of \$7,751. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

Trailer Purchase:

The park district's equipment trailer was purchased from Beaver Creek in May 1991. It can carry 9,900 pounds and with two mowers we are at 5,500. The prices for replacement are as follows: Wild Bill's RV & Outdoor Center - \$4,624.00, Morris Trailer Sales - \$5,300.00, Burris Equipment- \$7,334.00. The trade-in for the old

trailer will be \$800.00. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve the purchase of the equipment trailer from Wild Bill's RV for a total of \$4,624. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

Kasey Meadow Construction Project:

Jim Murphy said there has been some water on the walking trail but it is not paved yet and once it is paved it will go backwards into the drain with the way it is pitched. Director Fullerton said there are many low areas and a lot of restoration to do because of going through the winter and rain in the spring there has been wash out in many areas. The asphalt plant is not open yet and they postponed it to next week due to the cold and rain. The day prior to paving is when they will put more stone down, proof roll and do any other restoration. Dan from 3D Design will also be here the day before paving to make sure the levels are correct on the path for ADA regulations. There is a low section by the skate park that is too deep for cutting grass. We will put a pipe in first, then dirt and seed which will cost \$1,500. They have to plant perennials and there is a lot of seed to be put in.

RECREATION REPORT

The Myrtle Beach trip meeting was this evening to go over the details of the trip which is in two weeks. Everyone attended minus about seven people. Non-residents numbers for Great Escape trips was included in the recreation report of what we typically get. Director Fullerton said the Body Guard had 12 residents and 19 non-residents, Four Winds had 69 residents and 36 non-residents. Golden Acrobats was 14 residents and 7 non-residents and Bull's game was all non-residents. It is ok to add a non-resident fee but we might not want to go to high so we don't lose the non-residents that help the trip to go to fill a bus. After discussion it was decided to add \$5 to the trips for the non-resident fee and it will begin in the fall. The Traveling Eatery went well. One of our seniors won \$13,000 at the Four Winds trip at the slot machines.

We have contacted three agencies (SWSRA, Oak Lawn and Evergreen Park) for bringing special needs patrons to the carnival on Friday, May 12 from 3-5pm. We received the mega passes which will be \$45 in advance and \$50 at the carnival. The carnival will be featured on the front cover of the summer brochure and is delivered in a few weeks.

The Illinois Association of Park District awarded us a grant for \$1,000 for the After School Program. We have to put an advertisement in our summer brochure for the Youth License Plate program and we renamed the program a After School Club 2017 "A Power Play! Beyond School Program". There will be other PR for example on our website. With the \$1,000 that we receive, we will add Wi-Fi to Activity Room C and to pay for some other expenses. Also, in the grant we told them we would purchase pedometers for the kids.

The Easter Basket delivery was originally seven homes but now we have 14-15 homes because there were a lot of people on the wait list and we still didn't accommodate everyone. There are at least 40 baskets but we can't fit the bunny and the baskets in the van so Mr. Maier called the police and they are going to take the baskets in a police car and follow the van. When they arrive at each house the police will sound the siren. Director Fullerton said we received a call because there was a deadline in the brochure for the basket delivery and we were full. The customer was very upset. In the back of our brochure it states that once a program is filled you can be placed on the wait list however we will add to the brochure "unless filled" for certain programs and events that have a deadline.

The Garage Sale had a good crowd that were shopping. Several vendors asked if we could have it in the fall in October or November. It made over \$250. The Egg Hunt went well and it was a good crowd. There were plenty of volunteers. Director Fullerton asked about eliminating the pictures with the bunny that are taken inside because we only sold 43 pictures. We don't want the bunny outside too long because of the mud. Mr. Maier made an announcement but we might want to add signs that say "bunny pictures" this way and at the circles where they collect eggs. There is one sign but people come from different directions. There are 10 volunteers

for the bunny pictures in the preschool room. Commissioner Jerantowski asked how many circles are outside. Mr. Maier said there are three circles for those age groups. Commissioner Kosnick asked how much we made. Mr. Maier said we took in \$215. We passed out flyers for other events like the pizza tasting and fishing derby. The fish is coming the next few weeks for the Fishing Derby and we have ordered small mouth bass and blue gills. One of the employees said the people fishing are not releasing the fish and they take them home in their cooler. We have signs up that tell them it is catch and release but we can't be at the pond all the time to tell them to release them back in the pond. Mr. Murphy said you will get in a fight with them if you say something.

The men's basketball league is over and we had some extra games because of tie breakers. Mr. Maier and the recreation assistant ran the scoreboard on the weekends games to save some money.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 741. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. Commissioner Kosnick asked about ck#33789 \$487.83 to Jennifer Fullerton. That was for mileage for January to March and Board Secretary January to April to take Board minutes. The Invoice/Memo report was included in the board packet for a further explanation of the check register. Director Fullerton distributed a new March investment report because the new CD's numbers changed and it was just the order of 288-1,2,3 and one of the rates changed from .60 to .40. We don't receive rates until a week later so at times there is a delay to check the numbers and rates especially at the end of the month. Commissioner Morgan made note of the Investment Report March 31, 2017. Commissioner Jerantowski moved, seconded by Commissioner Kosnick approve the Operating Statement for March 31, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Director Fullerton showed how the back cover of the summer brochure would look that has the previous commissioner Walter Potacki who recently passed. Director Fullerton also showed the IAPD November/December magazine how the commissioners received a 25 year announcement in the magazine. The election results are still unofficial until middle May.

Krueger Park Gym Floor Bid Approval:

Bids for the Krueger Park Gym Floor were received on Wednesday, April 5, 11a.m. and there was one bidder and one phone call from a bid company. The budget was \$80,000 and the bid came in from Sport Court Midwest for \$69,200 and \$800 for the painted logo. Commissioner Morgan asked if we are picking colors. Director Fullerton said the colors will be what the recreation director draws for each line for volleyball, basketball, etc. The logo most likely will be in black. Commissioner Kosnick moved, seconded by Commissioner Jerantowski approve the Krueger Park Gym Floor for \$70,000 from Sport Court Midwest. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Marty Ptacek Lease Agreement:

Commissioner Jerantowski moved, seconded by Commissioner Morgan approve the Marty Ptacek Park agreement with School District 117 for May 1, 2017 to April 30, 2018. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Request for Reciprocal Agreement with Palos Hills for Splash Pad:

An email request was received from Kristin Violante, Commissioner of Community Resources and Recreation, City of Palos Hills to consider a reciprocal agreement for the splash pad. One of their residents asked whether the City of Palos Hills residents can get the same rate as Hickory Hills residents for the splash pad. Our residents receive a resident rate at the Palos Hills Golf Course. Kristin didn't mention that their residents receive a resident rate at our fitness center so Director Fullerton let her know about that. Commissioners discussed it and said no because we already have a reciprocal agreement for our fitness center and their golf course so it is

one for one already. Mr. Maier said there are four to five people who have a membership to the Palos Hills Golf Course.

Dance Focus Group Results:

The notes from the dance focus group conducted on March 16 were in the Board packet. The focus group went well with several improvements that we will research. Commissioner Guisto read the comment about having a dance board/committee and she thought that was the purpose of the park commissioners. Director Fullerton said she told them there is only one board and she is not sure how the committee would work so Ms. Muth can talk about it at the next Board meeting. They also want to rename the HHPD competition team to a jazzy name. Most park districts have a unique name. Commissioner Kosnick said they represent us and the name they have now puts a flag on it. It would be best to still use our park district name. Director Fullerton said you could have the catchy name and also HHPD and they should announce HHPD. Commissioner Guisto asked if they compete against private dance studios. Director Fullerton said we do but it depends on which competition they are going to however most of them are park districts. Commissioner Guisto asked if the committee would take control. Director Fullerton said yes it could come to that.

Refunds:

Director Fullerton said we are eliminating refunds for medical reasons. At times we would extend a fitness center membership or a refund for dance because it is early in the season but we can't control what happens to them medically and most fitness centers don't give you an extension or a refund because you have a medical condition and can't work out. Commissioner Guisto said at LA Fitness to extend the membership they wanted more money. Director Fullerton said every situation is so different. We just had a child acting up at After School so are we giving them a credit for two days. The same boy harassed someone at school and the parent requested a credit of \$88. Mr. Maier said you don't even get half of the refund requests because we tell them no. Director Fullerton said if we say no then we would have many residents coming to board meetings. Commissioner Kosnick said don't they sign a contract. Director Fullerton said it is a waiver and in the brochure in the back it talks about refunds. Trips are a good example because we don't give refunds and have many requests. They can call a friend to fill their spot and then we give them their money back. It is difficult because we know these customers. We try to give a credit so they will come back for another program. When we hire an instructor we depend on the amount that is registered and when they cancel at the last minute, we have already hired that teacher. Mr. Maier said it also is difficult because we can't tell someone yes and then the next customer no. He had a situation for a Easy Does It punch card and he talked to the customer for 20 minutes and it was for one punch on the card for a value of \$4. They are requesting even very small amounts.

Garbage Disposal Price Comparison:

We signed a one year contract with Waste Management for our 20 yard dumpster which is emptied once a month. The following is the cost comparison: Waste Management \$283.45, Tri-State Disposal \$350.00, Flood Brothers \$389.00 and Republic \$453.00.

Holidays Off:

This year when the staff didn't have President's Day off, the staff asked why Burbank Park District had it off and the schools, most banks and the post office was closed and why do most people get Columbus Day off and they don't. Research was in the packet for some surrounding park districts. We are very slow on these days and we have had to cancel the Krueger's Krew since no one is registered. Commissioner Kosnick moved, seconded by Commissioner Morgan to approve Columbus Day as a holiday off for full time employees. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Vandalism and Incidents:

- 1) On Sunday, March 19, someone spray painted the entire 5-12 playground and a tree at Kasey Meadow Park. The police have come by everyday at this park.

- 2) On Friday, April 7, someone spray painted Petkiewicz Park on a portion of the playground and it looked like the same spray paint. It is the same type of spray paint.
- 3) On the new outdoor fitness equipment, someone used a knife and cut into a seat.

Safety Policy Annual Review:

Commissioner Morgan moved, seconded by Commissioner Jerantowski approve to approve the safety policy statement as read. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Bond Compliance:

New regulations were put in place two years ago to follow for bond compliance. There is a check list that Director Fullerton has to fill out each year for our 2010 bond and now our 2016 bond and these include items such as vendors we purchased items from that were coded to the capital fund, our investment reports, CD paperwork and any type of documentation related to the bond. These items are scanned in a file on Director Fullerton's computer and called bond documentation so we will be compliant if we are asked by the IRS to submit this documentation through an audit request. One section of this is on private use, for example, Silver Sneakers is something we can't offer because it is considered private use so after 2025 we can offer it at Krueger Park once the bond is paid off. Also, we have to mail the Build America Bond paperwork twice a year to receive our refund credit payment.

Statement of Economic Interest:

All the commissioners and department heads have filed a statement of economic interest except for one commissioner. The statements are due May 1.

Miscellaneous:

On March 6, the Tinley Park Park District hosted the South Suburban Park and Recreation Legislative Committee Breakfast. Five legislators were in attendance and approximately 40 park districts. The February fitness center and walking track report was included in the board packet. This month Director Fullerton had two Meet & Greet sessions with two of our new employees.

Old Business:

Commissioner Kosnick asked to address the transition plan that was submitted a few months ago. The plan had a title change in the department head positions and advancement in positions for future department heads that are going to retire including the recreation director position. He asked that we look out of the district for the opening of these positions. He was worried the plan was firm. Director Fullerton said the plan was just an idea and she can recommend a plan however it is the commissioner decision of who we hire for department heads. It is clear that this is just a discussion. Commissioner Peterson asked if there is a law where you have to advertise out of the district. Director Fullerton said there is no law that says you can't promote a person without looking out of the district. There is a lot more training when they are new but she can train that new person if they are recruited out of district.

Commissioner Guisto moved, second by Commissioner Jerantowski to adjourn to the next regular board meeting. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

The meeting was adjourned at 9:05p.m.

Secretary

ATTEST:

President