

BOARD MINUTES

April 9, 2018

The regular monthly Board Meeting of the Board of Commissioners was called at 7:01 p.m. on April 9, 2018 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, Jim Murphy, Maintenance Director, Attorney David Freeman, Michelle Kelly from Upland Design, residents Stephan A. Zalas and Diane Janisch.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Guisto, to approve minutes March 12, 2018. Ayes: Guisto, Jerantowski, Kosnick, Morgan Peterson. Motion approved.

SECRETARY'S REPORT

Commissioners received a PDRMA March Health in Action Newsletter and the SWSRA 2017 Annual Report.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Last month someone flushed tampons and a diaper down Krueger Park's women's hallway bathroom. This clogged the ejector pumps and damaged the check valves. C.J. Erickson Plumbing repaired the pumps and replaced the two check valves. The skate park was prepared for the upcoming season last month and opened April 1. The cracks in the basketball court and inline hockey area really grew over the winter so we will get a price to repair them this spring. The maintenance department has begun the spring clean up of the district's parks and maintenance was done for the Egg Hunt and new signs for the bunny pictures and age groups were made. The Hickory Hills Auxiliary Police will begin Park Security in May. Their hours will be 7:00 – 11:00 p.m. on Fridays and Saturdays. Steve Makropoulos (Auxiliary Police) will be closing the skate park daily again this summer.

Martin Park Waterfall/Well

The wiring in the control box for the waterfall and well needs to be replaced. This was installed in 2002 and now the insulation on the wires is deteriorating, and has some burn marks. Currently, all the wiring is in the manhole with the pumps that feeds the waterfall and well. The pump controls (waterfall) will be put in a separate box above ground away from the water. The two estimates to complete the work are: BME Electric \$4,790.00 and Arc 1 Electric \$2,822.00. We will hire Arch 1 Electric and also purchase the pump for the waterfall will be rebuilt by Schaaf Equipment (cost \$903.00).

RECREATION REPORT

Mr. Maier said he received three quotes for a new scoreboard at Krueger Park. The board control would be wireless and the board will be a bit larger. We had a nice crowd for Progressive Rummy and the event netted over \$102. The senior party in March was very nice. The catfish have been ordered for our Annual Fishing Derby in May. We will have 100 pounds of catfish delivered between April 23 and May 4th. The derby is scheduled for Friday, May 4th. Yessenia Nieto won the employee of the year and it is well deserved. She has supervised Summer Camp, Splash Pad, After School, Birthday Parties and works as a Facility Manager at

Krueger Park. Director Fullerton said Jim Heydorn, in maintenance, was the runner up. The Atlantic City trip is right around the corner and there is a pre-trip meeting April 12th. Four people canceled and received everything back except the \$75 non-refundable deposit. We will be heading to New Buffalo, Michigan on Friday the 13th. The summer brochure will be brought to the Post Office on Tuesday, May 1st. Registration begins Monday, May 7th. Finally, the Elliptical machine next to the NUSTEP machine has been fixed and the noise has been eliminated.

With the wind, this could have been our coldest Egg Hunt, but it did not stop the residents from coming to our event. We had a great turnout for the Easter Basket Delivery and delivered baskets on Tuesday and Wednesday evening before Easter. This trip was cancelled by Tommy Gun Garage. They did not have enough people preregister for this date. This year at the Street Fair and Fall Fest, we will have All Around Amusements providing the rides at our event for \$5,000 which is \$500 more. Jim Heydorn and Mr. Maier fixed the shades in the Fitness Room a few weeks ago and will continue to fix it when there are issues. Mr. Maier called the company that came out to fix the shades and he said to fix the Set Limit Switch, you need to replace the motor and the couplings for \$2,000. The Garage Sale was Saturday and we had a good crowd. Shepard High School had a craft sale the same day and charged \$2 admission. We have a golf outing planned in June and now the golf course says we have a \$500 non-refundable deposit and need four foursomes at least.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 753. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. The Invoice/Memo report was included in the board packet for a further explanation of the check register. Commissioner Kosnick made note of the Investment Report March 30, 2018. The CD for 3/12/18 expires on 3/19 so Director Fullerton will correct it. Director Fullerton said she transferred \$500,000 to the investment account this month. Also, she sent the bond yields to the bank for the 2010 and 2016 bonds to make sure the interest rates don't go higher than the bond yield. Our bank rep can put our investments in a shorter term investment. Commissioner Morgan asked when the Byline Bank bond is finished. Director Fullerton said the last payment is 12/1/19 and the 2010 bond is 2026. Commissioner Jerantowski moved, seconded by Commissioner Guisto to approve the Operating Statement for March 30, 2018. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Memorial Park and Prairie View Park Renovation:

The AIA contract was signed by both parties on March 22. Director Fullerton and Michelle Kelly from Upland Design presented the drawings for the playground renovations at Memorial Park, Prairie View Park and the drinking fountain replacement and concrete extension to the bleachers and the removal of sand volleyball from Krueger Park and replacement of a picnic area. Director Fullerton presented a capital project plan for 2018-2025 because in the end the total cost for all projects will be \$3.4 million so when we renovate the Cynthia Neal Center the length of the bond will be similar to Krueger Park which was 16 or 20 years. Funds can also be taken out of special rec for ADA improvements and the rec fund balance to help pay the \$3.4 million. The budget for the playground is \$300,000 plus we have \$160,000 in the special recreation budget and a total of \$460,067 for the entire renovation project. Usually we receive approximately \$66,000 from special rec however we didn't begin our agreement with SWSRA until January 1 so we have \$100,000 from this fiscal year and \$60,000 for next year. The \$6,000 left from special rec will be for inclusion if needed. Director Fullerton wrote a letter to the director of SWSRA to let her know what we are spending the \$160,000 on for ADA playground improvements and this is a requirement of the special rec fund. During the meeting with Upland Design, we all felt there was a need to increase the Prairie View playground equipment another \$10,000 so we added those funds and eliminated the extra bench seating area at Memorial Park but will plant additional trees. Director

Fullerton reviewed the four pages with costs for each park and then the drawings for each park improvement. At Martin Park, we will replace the drinking fountain and add concrete so a person in a wheel chair can go from the parking lot to access the drinking fountain, portable toilet and go to the bleacher to watch a ball game. At Krueger Park, we will eliminate the sand volleyball court and add 8 picnic tables (4 accessible tables) and shade. For the picnic area, we will issue permits for groups of 10 or more so we know when we have large groups using the picnic shelter when we are not using it for camp and after school. Commissioner Kosnick asked about the life of the shade. Mrs. Kelly said the life expectancy is 15 years for the fabric and 25-30 for the frame and warranty is 5 years. If you had a metal structure it could be 40-50 years. Comparable the gazebo at Prairie View is in great shape and just needs to be painted. Commissioner Morgan asked when the project will start. Director Fullerton said if the project is approved tonight, the bid acceptance will be at the May board meeting and then we will start demolition and should be complete by the end of the August. Commissioner Kosnick asked how much room for the tables. Mrs. Kelly said each table has 5' minimum on the end for accessibility and in between 3-and there is a 5' path around it all. Director Fullerton said the tables will be mounted in the ground. Commissioner Kosnick asked what happens when you get more than 10 people. Director Fullerton said it would be best to rent this picnic shelter area to control large groups from coming in without a permit even though we don't rent any other areas. They won't be able to rent it on weekdays because of camp and after school. Commissioners agreed. Mr. Maier said it will be important to keep an eye on it for a month or two when it is new. Memorial Park will have a new 5-12 section where it was and we will remove the sand volleyball and part of it will be used for the new 2-5 playground and then grass and trees will be added and all benches and garbage cans will be new. We will not put in a fence or wood posts. At Prairie View the butterfly theme and shape will remain and the 2-5 and 5-12 playground sections will be replaced and all amenities including the bike racks. All the bricks at the entrance, under the gazebo and throughout the park will be removed and replaced with concrete. The gazebo will be power washed and repainted; the pavers will be replaced with concrete, all benches removed and one picnic table underneath. Also, we will add plantings and landscaping since most have died. Director Fullerton showed the votes from the children of the playground equipment. Their choice was Burke for both playgrounds. Commissioners agreed that those are good selections and will stay with their choice. Director Fullerton said some of the panels at the playgrounds will have to be switched out because of hiding places. The dual seat at Prairie View is for a parent and a child. All the playground companies received the same budget number for the playgrounds. Director Fullerton asked if the playground companies give us their discounted amounts since there have been emails about them? Mrs. Kelly said yes.

Commissioner Jerantowski moved, second by Commissioner Morgan to approve the renovation of Memorial Park, Prairie View, Krueger Park's picnic area and Martin Park's drinking fountain and ADA concrete paving in the amount of \$460,067.21 including alternates and the Burke equipment that the children selected. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. Commissioner Peterson moved, second by Commissioner Jerantowski to approve Payout #1 for Upland Design for \$6,932.32. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Scoreboard Purchase Approval:

Commissioner Jerantowski moved, second by Commissioner Guisto to approve the scoreboard from Correct Digital Displays for \$5,710 including electric and installation. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Hickory Willow Swim Team:

Chris Simich of the Hickory Willow Swim Association asked if they could be listed in our brochures. We found a brochure from 1998 where they used to be listed. Commissioner Jerantowski moved, second by Commissioner Guisto to approve the listing for the Hickory Willow Swim Association contact and phone# in our brochures. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Fall 2017 Bottom Line Report:

The Fall 2017 Bottom Line Program shows a 32% decrease in the bottom line net revenue. In the fall of 2017, the net revenue was \$12,823, \$17,034 in 2016 and \$10,798 in 2015. There were 1,861 enrollees in 2017, 2,035 in 2016 and 1,758 in 2015. All programs decreased except special events. There was a 3% increase in special events because we didn't have a movie in the park and the garage sale had a net of \$273. The Fall Festival had a -\$2,626 compared to -\$1,055 in 2016 because it was very hot in 2017. Adults program had a decrease of 17% with a decline in participants from 89 in 2016 to 79 in 2017 which included a decrease in Zumba and women's volleyball however Bunco, LRC increased and Forever Fit and Wow workout classes were new and replaced Total Workout. Men's softball increased from 4 teams the year prior to 5 teams. Contractual programs decreased 15% with decreases in karate, gymnastics, horseback riding however piano was new and guitar increased to 14 students versus 12 from the year prior. Senior programs decreased by 35% from Yoga with 26 registered versus 40, and the luncheons had fewer participants however Easy Does It, Bingo, Dominos and Progressive Rummy had increases. Tot programs decreased by 19% from open gym however Korner Kickers and Just for Kicks increased in enrollment. Teen programs decreased by 19% which was from the Teen Mixer which had a loss of \$237 versus \$212 the year prior and Hoops brought in \$311 more than the previous year. Trips decreased by 35% because there were four trips offered versus eight. Youth programs decreased by 20% from birthday parties, violin, soccer and Holiday Krew however rec-volleyball and I've Got Game increased.

Fitness Center 2016/2017 Bottom Line Report:

The fitness center bottom line net revenue was \$17,848 in 2017, \$23,176 in 2016 and \$32,277 in 2015. Gross income in 2016 was \$62,272 and \$57,480 in 2017. There were a total of 578 members in 2017, 632 members in 2016 and 714 members in 2015. The members include the fitness center, walking track, Hydro Massage, daily passes, open basketball and personal training. Open basketball decreased in net revenue by \$1,383 for a total of \$3,525, \$4,908 in 2016 and \$5,502 in 2015. The walking track revenue increased \$66. It was \$3,278 in 2017, \$3,212 in 2016 and \$3,878 in 2015. The locker rentals revenue increased by \$35 for the men's and women's locker room rentals since it went from two to four people renting the lockers. The fitness center guest pass revenue last year was \$3,282 and this year it was \$2,176. Senior fitness membership decreased from \$21,425 last year and \$20,192 this year. The Hydro Massage gross revenue was \$2,294 and last year it was \$934 which was the year it was purchased. Personal training decreased to \$462.50 in 2017 from \$630 in 2016. There was a slight increase in expenses from \$39,095 in 2016 to \$39,632 in 2017. Many of the fitness equipment pieces purchased in 2011 are finished with depreciation of assets. Gas increased by \$37, electric decreased by \$153 and water increased by \$18. Personal training expenses decreased by \$814 since she didn't have as many clients. Postage increased because we went back to sending out reminder post cards of their membership expiring since memberships has decreased. We purchased two pieces this year which were a leg extension and multipress made by Cybex. Repairs to equipment decreased from \$2,880 to \$1,518. There is a separate zip code report for the fitness center which is similar to the one shown to the commissioners in the past for park district programs. The report shows the total membership is 71% from Hickory Hills, 12% from Palos Hills, 7% from Justice and 2% from Burbank and the rest from various surrounding suburbs. There were 412 members from Hickory Hills and last year it was 453.

Safety Policy Annual Review:

Commissioner Jerantowski moved, second by Commissioner Guisto to approve the safety policy. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Statement of Economic Interest:

All the commissioners and department heads have received an email from the Cook County Clerk for filing their statement of economic interest. The statements are due May 1.

Bond Compliance:

New regulations were put in place a few 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 2016 bond and these include items such as vendors we purchased items from that were coded to the capital fund, no private use of facilities, investment reports and bank statements and any type of documentation related to the bond. These items are scanned in a folder on our 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. We also check the bond yield to make sure the interest is not above the bond yield amount. We are required to give the Board a report on this annually.

Vandalism and Incidents:

- 1) On Thursday, March 15, someone spray painted the signs, picnic tables, and most of the playground equipment at Osborne Park.
- 2) On Sunday March 25 between 7:30am to 11:30am someone wrote with a black sharpie on the equipment at Osborne and also snapped a tree we planted last year to the base of the tree. The police were called by a resident on Sunday at 11:30am. The police put extra patrol on Osborne Park for two weeks and Director Fullerton has been going to the park every evening.
- 3) On Sunday, March 25th, someone moved one of the brick wall stones off of the wall. It is very heavy so maintenance needed the tractor to move it.

Miscellaneous:

The February fitness center and walking track report is included in the board packet. The child that ran out the front door at preschool came back to preschool the week of March 19. Director Fullerton attended the Chamber Business Expo at Conrady School on Saturday March 24 prior to our Egg Hunt so we didn't have a booth. There were very few business booths however there was many craft booths and good attendance. The park district didn't have a booth but we put an item in the swag bag which was a piggy bank that we handed out at the preschool open house with our name and phone#. We wrapped a flyer around the piggy bank and on one side it said "Invest in your child" with preschool and after school information and the other side was "Invest in your health" and had fitness center information.

Vacancy on Park Board:

Commissioner Guisto will be leaving the park district board and her last board meeting is tonight however she will provide a date for her last day on the Board for sometime in May. Commissioner Kosnick invited Steve Zalas, who is interested in the commissioner seat, to come to the meeting tonight. Mr. Zalas said he is a 30 year veteran of Hickory Hills, four year veteran of U.S. Marine Corp, 29 veteran of police department and have a bachelor's and master degree and married for 52 years and two children. I have been on union and police boards and work on town/city halls. I go on the park district trips and a member of the senior citizens groups and was

the President of St. Patricia's Board. I have been in the community all my life and I talk to the seniors in the community and an opportunity to participate. I am familiar with Illinois state statutes and the open meeting act. Alyssa Potacki will be invited to the May board meeting since she is also interested in serving on the Board.

Commissioner Morgan moved, seconded by Commissioner Jerantowski, to convene to closed session at 8:36p.m. to discuss agenda item listed as: 2(C)(3) DISCUSSION OF THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE AS DEFINED IN THE OPEN MEETINGS ACT, INCLUDING A VACANCY IN A PUBLIC OFFICE. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. No decision was made. The commissioners came out of closed session at 9:07p.m. and resumed to the regular meeting.

NEW BUSINESS:

Commissioner Jerantowski asked for the updated staff phone list.

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

The meeting was adjourned at 9:08p.m.

Secretary

ATTEST:

President