

BOARD MINUTES
December 10, 2018

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on December 10, 2018 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

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

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

APPROVAL OF MINUTES

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

SECRETARY'S REPORT

Commissioners received an invitation to the VIP Party and a November PDRMA Health in Action newsletter.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Last month the sanitary line for preschool backed up and both toilets overflowed and flooded the preschool room. A local plumber, Royal Flush, was called to rod out the line. Cost was \$2,100.00. One of the pipes was deteriorated so a new pipe was installed and an additional clean out was installed near the front entrance sidewalk so we don't have to go to the parking lot. It was a 20-30 year old pipe. This was not a prevailing wage job because it was an emergency repair since both bathrooms were out of order. The plumber arrived in a few hours. Director Fullerton said if we renovate this building in a year or so we should replace pipes and plumbing. The plumber did see another problem area that was shown as a dark area on the camera which usually means a separation could occur but it would have been another \$2,000 to go further with digging and replacing pipes.

The budget price to retrofit the fitness room door to a push button power door would be \$5,500.00. W.B. Olson has done this on a few of their jobs. This was an inquiry from one of the commissioners earlier in the year and that person asked how much for the fitness door and the front door at KP. Should we also look at the bathrooms at KP and what about the CN building? Director Fullerton said we could add that to the CN renovation and KP as an alternate. Commissioner Peterson asked if you can use special recreation funds. Director Fullerton said yes because it is an accessibility item. After discussion it was agreed to not do it at all.

All snow fencing and signage was installed prior to the season's first snow fall November 26. Inspections will occur in December for alarms, pull stations, heat sensors and fire extinguishers. The skate park was shut down for the season November 1. A sign was posted weeks in advance to inform the patrons. As in the past, the City of Hickory Hills will be responsible for plowing the district's parking lots 7 days a week prior to the opening of the two buildings. The park district is responsible to keep the lots clean throughout the day and all salting.

RECREATION REPORT

The November senior luncheon went well and the food was from Valley Inn and was very good. They will also cater the December luncheon. The Winter/Spring brochure has been mailed and today was non-resident registration. The craft show was very slow because Stagg High School also had a craft show. Next year will have a garage/craft/vendor show and move to October. The Firekeeper's casino show has a lot of registrations

and may sell out. The VIP Party is February 9 and we will start at Krueger Park for lunch and then to Four Winds. Legends of County filled however we purchased more tickets.

The Children's Christmas Party went very well with a nice crowd and we have 60 bags left over. No one commented about eliminating the paid entertainment. Mr. Maier talked about not having violin and pom poms perform. Director Fullerton said she would like to keep both of them and cut out the extra outside vendor performance like we did this year. Also, the show this year ended at the same time as last year even though we cut the outside vendor performance. The staff mentioned that people hung out a lot longer this year which is fine. Mr. Maier said the balloons got stuck in the bag for the balloon drop so next year we will put them in a box and dump them. Commissioner Kosnick said it is a great marketing tool to have violin and poms. Mr. Maier said violin has a wait list so they don't need the marketing. There was a discussion of shorting the violin performance at the Children's party. After discussions it was decided to keep the violin and the pom poms performance.

Mr. Maier would like to spend \$6,000 total for all the bands for summer concerts. We spent \$4,350 last year. Commissioners agreed \$6,000 was fine. Commissioner Jerantowski requested a different band other than the Five Guys Named Moe because she didn't like them. Mr. Maier said Modern Day Romeo had a reduced price of \$2,500 because they have jobs in the area but they are usually a minimum of \$4,000. This band will be playing on National Night Out and Chief Vodicka approves and gives us \$1,700 for this event from the police department.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 761. Ayes: 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 Peterson made note of the Investment Report November 30, 2018. Director Fullerton said \$200,000 was cashed in from our investment account since we had bond payments (total \$343,000). Also, Director Fullerton said from August to December 2017, the interest and dividends was \$10,000 and January to November it was \$42,406 so the total for investments is \$52,000 since we started with the investment account with US Treasuries. We haven't made this in investments since 2008 which was \$93,000. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Operating Statement for November 30, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Woodland Park Bench:

Mayor Howley requested a memorial bench to be put in at Woodland Park in memory of Tom Lang from Robinson Engineering who was the city's engineering. Tom had worked on the development and design of Woodland Park so his wife thought that location would be most appropriate for the memorial bench. There would be no cost to the park district since Robinson Engineering will be paying for it. Technically, they can put this in without our approval because they own the land and we lease it from them for the playground for \$0. Jim Murphy will make sure the location of the bench is ADA accessible and meets the standards for placement near playground equipment. Commissioner Jerantowski asked if concrete had to be put in would they be paying for it. Director Fullerton said yes and there will be no cost to the park district. Commissioner Kosnick moved, seconded by Commissioner Jerantowski to approve the installation of the Woodland Park memorial bench for Tom Lang. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Park Renovations 2018:

This is a recap of the parks project in 2018 which was for Memorial Park and Prairie View Park playgrounds, the drinking fountain and concrete for Martin Park and the shelter for Krueger Park. The budget was \$460,067.

The bid total for Innovation Landscaping was \$361,968.35 and Upland Designs cost was \$26,500 for a total of \$388,468.35. Total spent was \$382,065.36.

Security Cameras at Krueger Park:

Sound Inc. went on the roof at KP to see if there was a line of site from the building to the new picnic shelter. There are several trees in the way and the top of the fence at the tennis courts so that is not an option (pictures were shown from the roof). We asked Sound and Altec about the camera that can be zoomed in from several blocks away that was suggested by Commissioner Peterson. They both agreed that type of camera is at least \$10,000 for one camera. There is no way to have WiFi on the building and connect to the cameras at the picnic shelter because it is too far away. At this point we will not put cameras in at the new picnic shelter unless there is new technology that comes out that is more cost effective. Commissioner Kosnick asked if we could put motion lights on the shelter. Director Fullerton said we don't have any lights at any of our parks because it becomes difficult to get people out of the park at dusk. Once you turn lights on, it invites people to come in to the park at night. Those lights can go on if there is an animal that walks by or a leaf falls. Electric will have to be run. Also, resident homes are near that shelter and lights would shine on their homes. We have had people ask to have lights at Kasey Meadow Park so they could go to the playground at night so we would have to put lights there if we put them at KP. After discussion, it was decided to not install cameras and lights.

OSLAD Grant:

Jennifer Weisenberger from Illinois Department of Natural Resources (IDNR) was on site on Wednesday, November 28 for the OSLAD visit to take a look at our project. This is the project for the skate park, basketball courts, in-line skating and tennis courts. She said we have a good chance of getting the grant and it is wonderful park site. The OSLAD presentation will be in January in Springfield. Grants should be awarded by the summer of 2019. She doesn't believe there will be another new OSLAD grant cycle next year. There is \$29 million in grant dollars and \$36 million in submissions so some park projects will be cut. Hopefully, we'll get the grant.

PDRMA Rates and Review:

During the PDRMA Property/Casualty Program Council Meeting in November they reviewed changes and rates. Our rate went up from \$30,405.54 to \$32,077.94 which is a 5.5% increase and this includes property, liability, workers' compensation, employment practices and pollution liability. Last year the increase was 1%. During the council meeting, PDRMA said the rates increased more than usual because of the three Category 4 hurricanes and wildfires.

We have completed the PDRMA review process and received a 99.93%. Each section received the following: Administration 100%, Recreation 98.87%, Park Maintenance 99.88%. Recreation and Maintenance lost 1 point each for not attending a HELP I class. Once we were told they had to take that class, it was too late for the November 1 review deadline. For the last review process in 2014 we scored 99.81%, 2010 it was 100% and in 2007 it was 99.84%.

Splash Pad 2018 Bottom Line Report:

Here is a recap of three years of the splash pad for gross revenue: \$10,545 for 2018, \$10,759 for 2017 and \$11,191 for 2016. The bottom line for 2018 is -\$17,080, 2017 was -\$23,824 and 2016 -\$27,614. A negative amount is always shown due to the allocation of capital items and the first seven years will have a larger

negative balance until the splash pad equipment is depreciated. Number of passes for 2018 was 129, 2017 was 101 and 2016 was 171. The first year the new splash pad was open was in 2016. Walk-in daily admission revenue was \$8,150 in 2018, \$8,720 in 2017 and \$8,209 in 2016. The revenue for rentals was \$540 in 2018, \$350 in 2017 and \$525 in 2016. Instructor pay was \$4,718 for 2018, \$4,176 for 2017 and \$3,743 for 2016. The water bill was \$348 less in 2018 because in 2017 we had to do some repairs from a feature and ran the water longer. The water expense for 2018 was \$1,013, 2017 was \$1,361 and 2016 \$2,122 (higher due to wet cure on concrete). Electric was the same as 2017 at \$1,576. Expenses were \$22,811 in 2018, \$30,332 in 2017 and \$34,896 in 2016. In 2017, we installed cameras at the splash pad and playgrounds which cost \$4,400. In 2016, there was a cost of \$8,900 for one time start up and shut down for the pad with Vortex \$8,900 so that is why the expenses are higher in 2016.

Credit Cards for Staff:

Commissioner Kosnick moved, seconded by Commissioner Jerantowski to approve credit cards to be issued for Tammy Muth and Angel Sanchez for a \$4,000 ceiling. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Annual Safety Awards:

The annual employee safety award spreadsheet was included in the board packet so you can see what employees will receive this year. Annually, PDRMA gives us \$1,500 so we use a portion of this for the safety awards and then the left over money for staff shirts. There were no accidents in 2018. Director Fullerton asked if we could issue an additional \$50 or \$100 because of the PDRMA review that we just went through. It is for 16 people so it would be an extra \$1,600 for all employees. Commissioner Peterson asked if it is based on accidents and do they receive less money if there is an accident. Director Fullerton said yes and there are some reductions on the spreadsheet based on accidents the employees were in previously. Commissioner Kosnick moved, seconded by Commissioner Jerantowski to approve the amount awarded on the spreadsheet for the safety award plus an additional \$100 for each employee. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Legal Symposium:

Director Fullerton attended the IAPD Legal Symposium on November 8. Some of the topics were on managing your workplace, construction bid documents and contracts, investigating employee misconduct, mandated reporting of abuse, finance, borrowing, new laws and court cases. Director Fullerton asked David Freeman, our attorney, about running background checks on commissioners. He said they are typically not run on commissioners because they are elected officials. The majority of commissioners said to not run the background checks however Director Fullerton will go on the Illinois State Police site and check the list of sex offenders.

Mid-Year Budget Review:

Director Fullerton reviewed the operating budget as of October 31, 2018 comparing it to the last two year's budget ending on October 31, 2016 and October 31, 2017. We have spent over budget for the special recreation fund for accessibility changes to the four park projects this year because there was \$95,000 left from last fiscal year. Revenue and expenses are in line with last year from all other funds. Commissioner Peterson asked if we could offer Silver Sneakers because he heard that from many residents when he was getting signatures for the election. We can't offer it due to our non-referendum bond because they don't want any commercial use or profit vendors, like a Subway restaurant, in the recreation center.

Miscellaneous:

There was no preschool on Monday, November 26 due to the snow and also because we follow School District 117 and they canceled school. All other programs were held.

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

The meeting was adjourned at 8:25p.m.

Secretary

ATTEST:

President