

BOARD MINUTES
December 11, 2017

The regular monthly Board Meeting of the Board of Commissioners was called at 7:01 p.m. on December 11, 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, Jim Murphy, Maintenance Director and Tammy Muth, Administrative Assistant.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve minutes November 13, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

SECRETARY'S REPORT

Commissioners received a PDRMA November Health in Action newsletter.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

The City of Hickory Hills will be responsible for plowing the district's parking lots prior to the opening of the buildings. The park district is responsible for keeping the lots clean throughout the day and plowing the maintenance facility. Last month Pro Tree Service cut down and grinded a couple of stumps for a total cost of \$1,000. Mr. Murphy attended the National Playground Safety Institute. The course provides the most current training on public playground safety. The certification is valid for 3 years. We only have to have one person that is certified. The maintenance department used 61,200 gallons of water to irrigate the grass seed at the bottom of Kasey Meadow's hill. We used the water reel from August 21 – October 20. The cost for the water was \$484.95. Snow fencing was installed throughout the parks where needed. Sledding rules and warning signs were installed in appropriate areas. Sunbelt Rentals performed the annual inspection on the Genie lift. Hufcor repaired the track of the partition curtain in preschool. Digitron will be inspecting the district's fire alarm, smoke sensor, etc on December 27.

Martin Park's drinking fountain is a barrier free handicapped fountain. It sits on a concrete slab by the west ball field and there is no accessible pathway to the fountain. Pictures were shown of existing fountain. This is the district's oldest fountain and does not comply with current plumbing codes (double check valve in water line). We have been having maintenance issues with the fountain the last couple of years also. There is a problem with the drain where the bolt sits. There is a metal piece that is rotting away that is embedded in the concrete and a lot of the tubing has been replaced and he has replaced parts. It is not a frost proof fountain. This project could be added onto the playground renovation projects in the spring and we also want to add an alternate to the project on adding some picnic tables and possibly shade at Krueger Park to replace the sand volleyball court however the new tables will not take up all of the court. We get bees because it is wooded and they are attracted to the sand. We don't have this problem at Memorial Park with that sand volleyball court. We thought about a piece of play equipment but the bees will go into the play surface mulch. We will have camp using it and the school rentals but not permits to the public and a sign will say no groups of 10 or more. Commissioner Kosnick asked if kids would congregate there at night and should we put in a light. Director Fullerton said there is an ordinance that parks close at dusk and if we put a light there, they will come at night even more than without a light. Commissioner Jerantowski asked how far are the houses from this area with the tables. Mr. Murphy said

100 to 150 feet. Director Fullerton said you will hear them because that is what happens now with camp even from the playground and also from the basketball courts.

RECREATION REPORT

Director Fullerton said we received a refund request for dance to eliminate a household balance. Director Fullerton distributed a spreadsheet of household balances prior to 2017. We do not have a payment plan for dance however if someone approaches us then we work out a payment plan. Ms. Muth works with the parents on the payment plan and they pay about every two weeks. Director Fullerton said we used to have a payment plan and it wasn't good because at the end of the December people still owed us money and then they wouldn't pay and received free dance classes. This person who asked to eliminate their balance was on a payment plan last year but she said she didn't know about it. Ms. Muth tries to get all the money by December 1 however we have a few cases where they still own money. One of the commissioners asked how long we have had the existing policy where you have to cancel at least 48 hours prior to the program's second meeting so we pulled out a brochure from 1997 and that was the same. When this person came into register the daughter said she did not want to take dance so the CN secretary Angelina told her just so you know you have to cancel or pay by the 1st class of dance. Ms. Muth and this person had a discussion in October and Ms. Muth said she could put her on a payment plan but she said the daughter didn't want to take dance. Then she called Director Fullerton on December 5 asking if we could eliminate her balance. We sent several invoices prior to this. The only way to change this policy is that the commissioners vote and change it in some kind of way and what about the people in the past. This person said she has to pay for catholic school but what about park district programs? That is not fair. Commissioner Guisto asked if we could put a lien against them. Director Fullerton said only for property damage. She has spoken with several collection agencies and they won't work with us unless the person owes \$1,000 or more but what we do is if they have a balance they can't participate in any of our programs. This person asked about this and said now I can't participate unless I pay the balance and Director Fullerton told her that was correct. Ms. Muth said all of the outstanding balances prior to 2017 are \$3,000 collectively. Ms. Muth said we send invoices usually every other week but at a minimum once a month. The household balance affects everyone in the household even if they come in to register for a different program. Invoices are sent by email and some by mail. Commissioners agreed that the refund policy and refund procedure is fine and they don't want to change it.

At the November senior luncheon, the turkey was cold so we will get a different caterer next year. The December luncheon is full and seniors will be able to decorate jumbo cupcakes and entertainment. The Chicago At Your Feet was planned a long time ago and the itinerary had to be changed because Lincoln Park Zoo had a special event so we had to go earlier and didn't see the light show. We called everyone prior to the trip and told them there wouldn't be lights on and no one had an issue with it. We went to the zoo first from 3-4:15pm, then the Sky Deck and then Christkindlmarket and gave snacks to everyone and made an extra stop at the lighted Christmas tree downtown. After the trip was over someone called to complain about the time change and then an exercise instructor who didn't go on the trip said everyone in her class said the trip was great and the chaperone said she heard that everyone had a great time. There were 41 people that went on the trip. The Ninja Training class was well received. The Children's Christmas Party was nice and ran on schedule. Commissioner Jerantowski said the stamps for the bags worked out very well and you need more chairs. Mr. Maier said the set up will be tricky but we can figure it out. We may have to move the sled. Director Fullerton said to make sure if you move the sled that there is enough light for the pictures. We can put out 50 more people but if this grows any larger we will have to take registration and have a maximum because of parking even though we have

overflow parking at Glen Oaks School. Commissioner Jerantowski said a lot of people are from Palos Hills. Director Fullerton said another way is to check ID's but it will be time consuming when they walk in the door and still keep it for free. Checking driver's license may be better than registration. It was a nice event and the gift bag had a nice variety in it. Mr. Maier said we don't advertise it a lot other than our marquees and the City's marquee. We have had larger crowds the past two to three years.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 749. 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 November 30, 2017. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Operating Statement for November 30, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Roberts Road Improvements:

Larry Boettcher and Sue Lehr from Public Works stopped by today and went over a new drawing that is at the Board seat. This drawing shows that the new detention has been made deeper to 11 feet instead of the same as the existing detention which is 8 feet. We told them that is too deep unless they put a fence around it. Mr. Boettcher is going to go back to MWRD and will tell them no to 11 feet. They want two acre of feet that is under the level of the sidewalk. Mr. Murphy said with 11 feet of water it could not go down as fast and we have special events there and that is a lot of water. You will have a problem with bikes and sleds and there are a lot of safety issues with 11 feet and aesthetically it will look like a huge hole. They will have a problem cutting grass with how steep it is and we will not cut it. Public Works will have to cut that entire detention area. The depth we have now works but not 11 feet. Director Fullerton said the old detention is on City property and this one will be half on the park district property but the City has to maintain it. The trees are still too close to the drip line. There were two parking spots eliminated by the Maintenance Facility warehouse door. The Easement Agreement was in the Board packet but we have to wait for the commissioners to approve it because the drawing has to be included in the agreement and is not final yet. We will put it on the agenda until we receive a new drawing. The City is responsible for the detention as far as liability, landscaping, etc. Commissioner Morgan asked how much did it cost for the attorney to write the easement agreement. Director Fullerton said we have not received an invoice yet. The schedule for this Roberts Road project will be: 2018 Drawings, 2019 Construction on Roberts Road will begin, 2020-2021 the piping and the driveway/parking will go in at the Maintenance Facility.

PDRMA Rates and Review:

During the PDRMA Property/Casualty Program Council Meeting in November they reviewed changes and rates. Our rate went up from \$30,394.83 to \$30,405.54 which is a 1% increase (\$10.71) and this includes property, liability, workers' compensation, employment practices and pollution liability. The overall average for all districts increase was 1.39%. Last year it was a 1% decrease and the year prior was a 6.7% increase. Operating expenses decreased by .75% and payroll was a 1% decrease from maintenance payrolls and 4.36% increase from all other staff payrolls. It also is based on property and operating expenses. Payroll increases include additional hours worked as well as raises.

Splash Pad 2017 Bottom Line Report:

This was the second year for the new Splash Pad however we included 2014 in the breakdown so you could compare three years of revenue and expenses. Here is a recap of three years of the splash pad for gross revenue: \$10,759 for 2017, \$11,191 for 2016, Closed 2015 and \$8,726 in 2014. The bottom line for 2017 is -\$23,824, 2016 -\$27,614 and 2014 -\$3,467. 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 2017 was 101, 2016 was 171 and 2014 was 138. Walk-in daily admission revenue was \$8,725 in 2017, \$8,209 in 2016 and \$6,711 in 2014. The revenue for rentals was \$350 in 2017, \$525 in 2016 and \$850 in 2014. Splash pads are more popular now and some districts put it in with a water park so that affects rentals. Instructor pay was \$4,176 for 2017, \$3,743 for 2016 and 2014 at \$3,764. The water bill was \$760 less in 2017 because we had to do the wet cure process for the concrete on the pad in 2016 after the pad closed. The water expense for 2017 was \$1,361, 2016 \$2,122 and \$1,648 2014. Regarding expenses in 2016 there was a cost of \$8,900 for the one time start up and shut down for the pad with Vortex so that is why the expenses are higher in 2016. In 2017, we installed cameras at the splash pad and for the playgrounds too which cost \$4,400 so in 2018 expenses should be much lower.

Paylocity Conference:

Director Fullerton attended a Paylocity Conference on November 2 and 3rd at the Hilton Chicago. Paylocity is our payroll software as well as time and attendance. They have added many wonderful tools this past year that we have implemented. Earlier this year we set up a way for employees to select the job they are going to be working at that day so when they punch in, it is separated by job rather than separating manually. New this year at the conference, we learned how to set up geofencing and set it up for the softball supervisor so that employee can punch in and out from their mobile device from the ball field. Also, the employees that work at the ball fields can also punch in at our two recreation centers because many times these employees work more than one job. Another feature is salaried employees can punch in and out too. Salaried employees currently submit paper payroll time sheets at the end of a pay period and can also keep track of hours worked in Paylocity. Another feature is the self service portal. We had self service portals set up but were not using it to its full capacity. Now we will ask all new employees to go into Paylocity and enter their own person information, i.e., address, SS#, emergency contacts, direct deposit, etc.

Legal Symposium:

Director Fullerton attended the IAPD Legal Symposium. The speakers were from five law firms, Chapman and Cutler and Jason Anselment from IAPD. Some of the topics were on minimizing cyber liability, protected expression in public parks, requests to administer medication to minors, persons with disabilities attending our programs and charging for private use of bonds. Jason from IAPD talked about the negative impact of a tax freeze to park districts. The tax freeze was tabled until January 2018 but if it passes, it is detrimental to park districts. Cities/Villages receive many other taxes other than from property taxes so they have other income coming in. The park district would really hurt from this. Schools just received a tax distribution hike so they would not be affected as much. Volunteers have to sign a waiver that they are not a sex offender. This includes anyone under 18 years old however a parent can sign that. No background check is needed just a signed waiver however we do run background checks on coaches. The consolidation bill failed by one vote. It would have

allowed 5% of voters to put on an election ballot that a unit of government could be eliminated. We are no longer required to publish the prevailing wage ad but have to post it on our website.

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 good portion of this for the safety awards and then the left over money for staff shirts.

Mid-Year Budget Review:

Director Fullerton went over the comparison of October 31, 2017 with the last two year's budget ending on October 31, 2016 and October 31, 2015. Revenue and expenses are in line with last year and the carnival helped with additional net revenue. Commissioners asked if we review cost from vendors. Director Fullerton said we look at all of the invoices and when the invoices come in Ms. Muth compares them to last year and then writes a note of how much it increased and then Director Fullerton will call the vendor.

Miscellaneous:

The January 8th Board meeting is very early in the month so the board packet will be delivered Thursday, January 4th or very early Friday, January 5 due to the holidays. There was a FOIA request from American Watchdogs Inc asking for several items. Commissioner Morgan asked if there is a minimum amount of snow on the sled hill before they can use it. Director Fullerton said no and they are on their own since it is not supervised. Commissioner Jerantowski asked if we have to put snow fencing along the new parking lot and driveway on the north side of the Maintenance Facility. Director Fullerton said it is far away but we will check it out once it is put in.

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

The meeting was adjourned at 8:38p.m.

Secretary

ATTEST:

President