

**BOARD MINUTES**  
**February 12, 2018**

The regular monthly Board Meeting of the Board of Commissioners was called at 7:02 p.m. on February 12, 2018 at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

The following commissioners were present: Guisto, Jerantowski, Kosnick, Peterson. Commissioner Morgan arrived at 7:16pm.

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

**APPROVAL OF MINUTES**

Commissioner Jerantowski moved, seconded by Commissioner Peterson, to approve minutes January 8, 2018. Ayes: Guisto, Jerantowski, Kosnick, Peterson. Motion approved.

Commissioner Jerantowski moved, seconded by Commissioner Peterson, to approve the minutes of January 8, 2018 Closed Session content only. Ayes: Guisto, Jerantowski, Kosnick, Peterson. Motion approved.

**SECRETARY'S REPORT**

Commissioners received a PDRMA January Health in Action Newsletter and an invitation to the Southland Mayor Expo.

**PUBLIC COMMENT**

Nothing to report.

**MAINTENANCE REPORT**

McCloud Aquatics has been treating Martin Park's pond for many years. The following is the price breakdown: McCloud Aquatics –Final cost \$1,248.52. Rollins Aquatic Service – Their price for the season was \$1,395.00. Mr. Murphy attended the following two classes at conference: Code Enforcement: Prosecuting Park District Ordinance Violations – we work very well with our police officers and some districts take a long time before an office arrives. I.M.R.F. Workshop was good. The Trade show was very good with a large selection of vendors. The maintenance department has been working on the district's equipment for the upcoming season. We are on target to have the equipment done in the spring. There were two water main breaks in parks last month; Petkiewicz Park & Osborne Park.

The specifications for Krueger Park's HVAC replacement (mechanical) were written by Bill Beukema, the owner of Doornbos, since they maintain our current equipment. If Doornbos is the low bidder and is awarded the job, he will oversee the construction of the units going in. If another contractor is awarded the bid we would recommend Bill Beukema to oversee the job and pay \$5,000 to oversee the installation of the units. Director Fullerton said that recommendation will be presented to the commissioners next month with the bid award recommendation. The following units will be replaced at Krueger Park in this bid package: Rooftop gym unit east (located on gym roof). Rooftop gym unit west (located on gym roof). Split system unit/serves lobby and offices (located in hallway in front of the KP front desk). Package unit (located on old roof) this will be relocated to the gym roof. This unit serves Activity Room A&B/Gym bathrooms and those are the worst units. The gym north rooftop unit and the equipment room unit will not be replaced at this time. They are 20 years old but are the better units with little maintenance and can be changed in five to six years. If the west unit is out in the gym currently, the other unit's heat and cool without a problem. Commissioner Kosnick asked if Doornbus didn't win the bid would there be a man on site. Mr. Murphy said it would be better to have Doornbus there

since they know our equipment. Director Fullerton said it is an eight day job and he would be there everyday during the install. Mr. Murphy said whoever gets the bid will have to have an engineering report to guarantee that the roof will support the 15 ton unit and it is to our advantage to have him there. Director Fullerton said the Aeon unit we put in with the Krueger Park addition in 2010/2011 has many problems and when it was put in Doornbus had to be trained specifically on that unit and other companies didn't know how to service it. Commissioner Peterson asked if the difference in the bids is \$3,000 for the lowest and Doornbus higher can we not accept the lower bid and then hire Doornbus. Director Fullerton said no however you can vote to not accept the lowest bidder but she doesn't recommend it because you have to have a reason. Commissioner Guisto asked if you can exclude the lowest bidder if they don't have the experience or staff. Director Fullerton said yes. Mr. Murphy said WB Olson gave us a list of commercial contractors to make aware of the HVAC bid and Director Fullerton will place an ad in the newspaper for the HVAC bid and place it on our website.

## **RECREATION REPORT**

The Soupanini luncheon had a net loss of \$384. We only had 11 people attend the Terry Fator trip with a net of \$58. The Men's Basketball league has seven teams. The 21 Double Down program had three dealers, 20 participants and a net of \$81. There are 52 people going on the weeklong trip departing April 21 and everyone has until March 1<sup>st</sup> to pay the balance on the trip. There are a few people on the wait list. The net should be \$2,964.00. The LRC dice game had a net of over \$57. The next Four Winds trip is Monday, February 19<sup>th</sup> with 45 people and there are some openings. Progressive Rummy had a net of \$65. The VIP had 85 people and we ran out of chicken at the end but plenty of subs and pizza. Director Fullerton said everyone really enjoyed the event and great job to you and your staff. Mr. Maier said there is a wellness screening for full time employees offered by PDRMA and seven employees are participating. We had a problem with the blinds in the Fitness Room again. It is just the left shade that is a little off by 2 feet and we know some tricks to get it to work. We put boxes on the switches and one fitness center member said we are treating them like kids. We can't have the fitness members adjusting those blinds. Tomorrow is the preventative maintenance on fitness equipment. Commissioner Kosnick said next to the NuStep, that piece has a revolution sound. Mr. Maier will check on it with preventative maintenance this week. The Exhibit Hall was very informative at conference and the sessions were interesting this year at conference. We have a few vendors giving us a quote for scoreboards. Sessions were Events Exceeding Expectations, Preventing Child Sexual Abuse in Our Parks, Special Events The Do's, The Don'ts and Cha-Ching on carnivals, No Money, No Problem: Creative Programming. Advocate Care Centers and would train camp staff on child abuse.

We met with SWSRA, Susan and Deanna to give us, instructors, after school and front desk training on inclusion and what to do in certain situations. They will also train our camp staff. SWSRA had their first program here at Krueger Park on Sunday, February 4<sup>th</sup> and went well. We have an issue with a before school child and SWSRA has observed him once already. SWSRA will give us some props to use for this child. The maximum ratio for SWSRA programs is 1:4.

## **TREASURER'S REPORT**

Commissioner Jerantowski moved, second by Commissioner Guisto to approve Claim Ordinance 751. 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 January 31, 2018. Director Fullerton said the investments are doing well. As of December 31, 2017 the district has interest income of \$15,772 and with CD's we net \$5,600 a year so the US Treasuries are doing much better than CD's. Commissioner Jerantowski moved, seconded by Commissioner

Morgan to approve the Operating Statement for January 31, 2108. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

## **DIRECTOR'S REPORT**

### **Roberts Road Improvements:**

There have been two attorney invoices for the Easement Agreement in the amount of \$585 and \$225 in October. The next meeting for the road improvement is February 22 however the project doesn't happen for a few more years. Commissioner Kosnick said there was a meeting with the citizens about the new lanes on 294 and they said 95<sup>th</sup> Street does flood and that is why they are doing all of this. They told us it was Roberts Road and that is why they wanted our property.

### **HVAC Bid and Professional Services:**

The HVAC bid will be placed in the newspaper and on our website and bids will be due on February 27 at 11am. In March, we will propose to the commissioners the winning bid for approval. HVAC units will be installed May 30-June 8. Programs normally held at KP during this time will be moved to CN and some moved to a later date. Commissioner Kosnick asked if the bid has a general foreman on site in the bid. Director Fullerton said there is an AIA contractor agreement and generally when you have 15 people working on a job, there is a foreman but the bid doesn't require that person's name to be listed. The professional service for \$5,000 would be approved at the next Board meeting. Commissioner Guisto moved, seconded by Commissioner Jerantowski, to approve the HVAC bid package. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

### **Request for Qualifications for Memorial Park and Prairie View Park and Various Alternates:**

Many architects were informed of our upcoming project at the Illinois park conference. We had a pre-bid meeting on February 1 and five architect firms attended. All of the architects said that no one has ever asked for financials so Director Fullerton said they could submit a summary of the financials and that would be acceptable. They said their financials can become a FOIA document and that is why they had an issue. RFQ submissions were submitted on February 6 by Studio Bloom, DLA, Hitchcock Design Group, Design Perspectives and Upland Design. One of the architects sent their RFQ the next day via Fed Ex and asked if we could make an exception if she submitted a letter from Fed Ex that it was their fault and she was told no there are no exceptions after the bid date and time. Jim Murphy and Director Fullerton took a week checking the references of the top two choices as well as calling districts not on the reference list and the recommendation is to hire Upland Design. Director Fullerton distributed their price proposal and a comparison of prices from a project we did in 2006 with 3D Design and the prices are comparable. The budget is \$300,000 for the two parks, not including the alternates. Designs should be ready in March, April will be the playground manufacturer board submissions, May should be approval for the contractor and builder of the playground with a completion of July or August. Commissioner Morgan asked if we have anything to say about the contractor and does Upland Design have one project manager. Director Fullerton said the contractor will be the lowest bidder and yes we have one principal designer which is Michelle from Upland but there is a second architect on the project. Commissioner Guisto moved, seconded by Commissioner Jerantowski, to approve Upland Design for architect services for the renovation of Memorial and Prairie View parks plus alternates. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**2017 Vandalism Report:**

The following are vandalism totals for the last five years: 2017 – 8, 2016 – 3, 2015 – 8, 2014 – 4, 2013 – 24. In 2017 we had a lot of vandalism right after we put the new playground in at Kasey Meadow Park but then it stopped once we put cameras in at the splash pad and pointed at the playgrounds. Prior to 2013, there was a lot more vandalism prior to putting security cameras at the parks.

**2017 Fuel Purchase Report:**

Fuel purchased for our vehicles increased by 9% from 2016 to 2017 which is \$468 more than last year and gallons used increased by 15 gallons.

See below for fuel history:

- 2017 – 2696 gallons, \$5,570 (average price per gallon \$2.06)
- 2016 – 2681 gallons, \$5,102 (average price per gallon \$1.90)
- 2015 – 2654 gallons, \$6,149 (average price per gallon \$2.45)
- 2014 – 2915 gallons, \$9,418 (average price per gallon \$3.23)
- 2013 – 2933 gallons, \$10,303 (average price per gallon \$3.51)

**PDRMA Loss Control Review:**

We have begun preparations for the PDRMA Loss Control Review which began last week and will last until November. PDRMA will be out in the beginning of February for an orientation and then there will be at least three on-site inspections and review of records. During the orientation, PDRMA said we had a 7 day lag time on one of the employee injury reports. On the report we had the last four numbers of the social security number however PDRMA said they won't deduct points for that. Our attorney will need to review the personnel manual as part of the review and when it was reviewed four years ago the cost was over \$2,500. A new booklet called Emergency Procedures will be left at the front desk of each building and employees at the desk have to read it. These procedures are already included in the employee manual and safety binders but this extra piece will be handy to have at the front desks. Commissioner Jerantowski moved, seconded by Commissioner Guisto, to approve Ordinance 2018-319 Conduct Ordinance. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**AFLAC:**

AFLAC is an elective option offered to employees and the park district does not incur any costs. Some of the plans they offer are; accident, disability, cancer, long term care, hospital and life insurance. There have been two employees on it since 2009 and in 2018 there will be four more employees added.

**PDRMA Medical Insurance HRA Two Year Recap:**

Two years ago, PDRMA offered an HRA (Health Reimbursement Account) option to all employers to save on health insurance costs. If we did not select this option, the district would pay an additional \$11,000 per year. In 2016, we paid \$3,518.50 for the HRA and in 2017, we paid \$2,140.07. Employees pay a \$500 deductible and the park district pays the difference of the \$500 to \$1,500 and only if the employee went over the \$500 deductible. The original two years (\$11,000 x 2) would have been \$22,000 if we were not on the HRA plan and we paid \$5,658.57 for 2016 and 2107. That's a savings of \$16,341.43.

**Participation in Programs Policy:**

We would like to suggest two changes to the Participation in Programs policy. Mr. Maier said that we could offer 25% off trips (resident rate) to the employees. This may encourage employees to bring a spouse and

participate in more trips and possibly bring a friend (friend no 25% off). The second change is in the first paragraph and it states that “if the minimum is not met, the employee must pay 50% of the registration fee”. We want to delete this sentence and haven’t followed this policy. Also, Pumpkin Fest will change to Fall Festival. It will begin with summer programs. Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve the Participation in Program Policy with changes. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**Seminars/Conferences:**

Illinois Park and Recreation Conference Sessions: Do you comply with prevailing wage?, A Board Member’s Guide to Municipal Bond Financing, Top Ten Craziest Employment Decision of the Year and Vendors: Director Fullerton said she spent most of my time talking with architects and getting to know some engineers that I have never met. Many playground companies were at conference so their business cards were collected so we know who to send the playground bid out to. Com Ed had a booth and had a flyer on their energy efficiency program for new construction and renovation. Joe Knutte thanked us for the reference for Medinah Park District and mentioned that the reason why they were quoted \$3,000 more than Hickory Hills is because our audit is very easy, no mistakes and we have clean records. That was a very good compliment and was shared with Tammy Muth.

**Miscellaneous:**

The December fitness center and walking track report was included in the board packet.

**The 2018-2019 Working Budget:**

The following is a summary of the most significant additions and changes to the 2018-2019 budgets. Property tax budget revenue is based on the tax levy which is always higher than what we expect to receive. Next month you will receive the Budget and Appropriation Ordinance and it will be filed with Cook County and an ad placed in the local newspaper prior to the March meeting.

In the last two years, a portion of the special funds was budgeted to the corporate and recreation fund. The bond, capital and special recreation funds will always be a separate special fund and the security/police and unemployment will also remain as special funds. Transfers in the corporate fund increased from \$33,000 for transfers to budgeting \$58,000 for the audit and FICA expenses that were previously in special funds. Transfers in the recreation fund increased from \$82,500 to \$117,000 for the audit, IMRF, FICA/Med and insurance funds. The tax distributions haven’t covered the expenses in these special funds for years so the district has to prepare to fund them through revenue generated from programs, events and activities. On January 1, 2018 we signed an agreement and joined SWSRA (South West Special Recreation Association). Half of the funds will go to SWSRA and the other half we will use for ADA capital items and inclusion services. Also, the recreation fund scholarship amount will be put in the special recreation fund. This allows all special needs residents to continue to participate in Oak Lawn Special Recreation for at least three years or later if they decide to stay with Oak Lawn. On July 1, 2018, Cook County will raise the minimum wage to \$11 per hour as well as the City of Chicago and minimum wage for Illinois is \$8.25. In order to remain competitive, we have had to raise many part time employees to \$11 per hour. Recommended wages are on a separate page that will show you wage increases and percentages for all employees. The district’s financial position continues to be solid and new programs and events are still introduced to the park district each year driving up the increase in revenue.

## **Corporate Budget**

Total income has increased slightly in the corporate fund from property taxes and rentals. The district has most of the CD's in an investment portfolio with the local bank so interest rates will be higher than CD's as these investments renew. The budgeted amount for the property taxes increased 4.99% increase from \$462,000 to \$485,000 for 2018/2019 and this is based on the tax levy ordinance passed in November 2017. You will see a very slight increase in tax distributions across all funds. It is essential that the recreation program revenue support the district because the tax distributions only support a portion of our total funds and is usually 30%. Total revenue increased from \$486,100 to \$510,100.

The majority of the corporate fund line items expenses have remained the same other than salaries, contractual services, legal expenses, cleaning services and credit card expense. Health Insurance decreased in the corporate fund however there was an increase in the recreation fund. For both funds, 17/18 the budgeted amount was \$112,500 and in 18/19 it is \$115,500 (2.6% increase). Employee raises are based on performance and what the industry is paying. Legal expenses increased by \$500 since we have been spending close to \$7,000 annually. We have had many policies to review plus contracts and bids. Contractual services were increased by \$2,000 to pay for heating and cooling repairs and many other maintenance repairs for our buildings. Credit card expenses have continued to rise (\$4,600 to \$5,300) since many customers pay by credit cards versus cash and checks. Cleaning was increased \$500 to pay for a raise to Bob & Betty that clean KP. Dunn Rite cleaning for CN stayed the same. The district pays \$11,100 for B & B Cleaning and \$14,364 for Dunn Rite.

## **Recreation Budget**

The budgeted revenue amount for the property taxes has increased 10% (\$410,567 to \$452,884) for 2018/ 2019 and this is based on the tax levy ordinance passed in November 2017. Great America ticket revenue and expenses increased \$1,000 since we started selling Santa Village tickets. We make \$1.00 per ticket sold for Great America and \$2.00 for Santa Village tickets. Contractual fees were decreased \$1,500 since we have seen a decline in all contractual programs including, leagues, gymnastics and karate. Program revenue increased from \$237,000 to \$250,000. Program revenue keeps increasing significantly in the before and after school program, camp and various other programs such as music and leagues for youths. Preschool revenue has been decreased because the teachers have asked for a maximum of 10 children per teacher instead of 12. We have budgeted for 10 however we may increase it to 11 so it is not such a significant loss of revenue. Revenue decreased from \$61,000 to \$57,000. We offered an After Care program in 16/17 and have one student in after care however we added before care and have three in the 17/18 school year. The fitness center revenue decreased from \$68,500 to \$62,000. The HydroMassage was purchased last year and we have 16 members enrolled in a three month membership. We are considering free exercise classes for fitness center members with a punch card. Special event revenue increased from \$11,000 to \$51,500. The 1<sup>st</sup> Annual Carnival in 2017 had a gross of \$44,000 (net \$40,000) and we have just signed a three year contract. Trip revenue increased from \$56,000 to \$57,000. The revenue in 16/17 was much higher because there were two buses that went week trip compared to the trip in April 2018 with 52 people. Trip expenses remained the same at \$55,000. Senior program revenue increased \$2,000 and expenses increased by \$1,500. All senior programs are doing very well and we have seen an increase the past two years. Dance program revenue increased by \$2,000 and costumes remained the same. Donations were increased \$500 because we secured the annual \$3,000 donation from First Midwest Bank even though the bank changed names and other additional sponsorship came in for various special events. Total revenue increased from \$1,128,467 to \$1,218,784.

For expenses, contractual programs were decreased by \$1,000 due to lower attendance at various programs. The utilities remained the same since the rates have gone down slightly. Phone service increased slightly due to some new contract rates. WiFi was added to various rooms at both recreation centers. The scholarship fund was reduced to \$0 since it was moved to the special recreation fund. Programs supplies were increased by \$1,000 for the growing after school program and camp. Program refunds increased \$2,500 because of the registration for the one week trip. There are at least two to four that cancel from the one week trip after paying the full amount and could be \$900 for one person that cancels. Special event expenses increased due to carnival expenses for mulch, grass restoration, security, garbage and portable toilets. The fitness/track expense was increased \$500 so we can continue to replace some older pieces of fitness equipment. Dance supplies increased \$4,000 since the fundraisers are doing so well these past two years. Dance costumes decreased \$1,000 so it is more in line with what is spent and salaries remained the same. The lead teacher was not given a raise in 17/18 because class sizes were reduced. The recreation personnel budget was increased significantly from \$111,500 to \$129,000. A new position will be added called PT Recreation Assistant for 20 hours per week and will be an IMRF position for a total of \$12,500. Since the district has grown in the past few years, this new position will coordinate dance, preschool, splash pad and some special events and will be located at CN. This will allow the administrative assistant to help the executive director with new financial software and the CN renovation which will begin in 2019. Facility Managers and Building Supervisors increased 4-7% to remain competitive with Cook County minimum wage increases. Audit, IMRF, FICA/Med and insurance increased from \$82,500 to \$117,000 to eliminate these amounts in the special funds.

### **Special Funds**

The bond fund revenue has been increased to reflect the tax levy amount and the Build America Bond proceeds. Bond payments are for the 2010 bond from Bank of New York Mellon and the 2016 bond from Byline Bank. The Security Fund expenses remained the same at \$5,000 however we expect an increase in the hourly rate of the auxiliary officers from \$23 to \$24 per hour. The following funds were budgeted in the following funds are reduced to \$0; IMRF, FICA/Medicare, Audit, Insurance and Workman's Compensation. Capital projects for 2018-2019 have been updated and will be \$510,300. Capital items budgeted and to be purchased this fiscal year are as follows: purchase a scoreboard, replace one or two pieces in the fitness center, replace the districts phone system, renovating Prairie View and Memorial Parks, one Cylex sign, HVAC at Krueger Park, lightning detection system software, irrigation at Krueger Park, ball field drag for the Gator, architect for the CN addition, cuts lips at the KM ball field, replacement of the 20 yard storage unit behind the garage and various seal coating projects. Also, we will need to replace the FinTrac financial software (\$33,000) since there will be no support in 2019 and also the RecTrac recreation software (\$8,500) will have to be upgraded. A special recreation budget is \$138,278.

Commissioner Guisto moved, seconded by Commissioner Jerantowski, to convene to closed session at 9:15p.m. to discuss agenda item listed as: 2(C)(1) DISCUSSION OF APPOINTMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEE OF THE DISTRICT, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE TO DETERMINE ITS VALIDITY. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. The commissioners came out of closed session at 10:30pm and resumed to the regular meeting.

Commissioner Kosnick stated the Board went into Closed Session for the purpose of consideration of pay raises for all employees for 2018/2019. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve raises as presented by the department heads with a change in the recreation assistant to 12% and the four department heads will receive a 3.25% raise. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve the 18/19 working budget as presented. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

New Business:

Commissioner Morgan suggested for the executive director to have the authority of closing the buildings due to weather or cancel a program without commissioner's approval. Commissioner Kosnick asked if there is a program you can run when closing the fitness center or walking track so they are notified. Director Fullerton said not by phone but it can be an email blast. Staff has to start asking for those emails. We already cancel via email for preschool and dance and the voice mail has a weather hotline that says we are closed. Also, it was on our website and can all be done remotely.

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

The meeting was adjourned at 10:50p.m.

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**Secretary**

**ATTEST:**

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**President**