

BOARD MINUTES
January 8, 2018

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on January 8, 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 and Tammy Muth, Administrative Assistant.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve minutes December 11, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

SECRETARY'S REPORT

No mail at this time.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

There was a small roof leak (drip) in the south east corner of the gym at KP. On that section of the roof, there are three roof stacks (vents). Olsson Roofing patched around this area and resealed the seams and then had to come back today to repair the roof again because there was a small leak in the same area. Digitron tested the district's fire alarms, pull stations, heat sensors, etc. last month. Reliable Fire Equipment re-certified the district's fire extinguishers in the buildings and vehicles. During winter break floors were scrubbed and buffed, walls were washed and lights cleaned and replaced. The first snow of the season was December 24. The sled hill has been busy since then. Dave Trudeau, Jim Heydorn, and Jim Murphy will be testing during the winter months to renew our licenses for pesticide. A new snow blower was purchased at Home Depot last month (cost \$499.99) to replace the one that was 20 years old. The motorized blinds in the fitness center are not working properly so a company in Wheeling will be out to fix them and maintenance will put covers over the switches so the public can't move them up and down. Commissioner Kosnick asked to move the sign about not putting fitness wipes in the toilet from the opposite side of the door. Mr. Murphy said he will have some signs made and move it to the mirror.

RECREATION REPORT

We had 130 people attend the December senior luncheon. There were nine people on the waiting list that we could not take. The After School program has been very strong the past two years. The children love the program and really enjoy coming here every day. Three of my supervisors will be student teaching in 2018 so new employees will be hired. The Elf Musical trip went well with a net of \$50.50 and also the Firekeeper's Casino trip on December 31st had 50 people and had a net of \$483.50. We thought the Terry Factor would be a nice trip to see a Las Vegas act; however the price may have scared a few people away along with the timing of the trip which is January 20 with 11 people registered. Commissioner Guisto wrote the 30 Santa letters this year. Everyone received a coupon for a "Happy Meal" from McDonald's. Joan Hostynski made the 12 North

Pole (Mrs. Claus) calls this year. This program was free for residents only. There is only one spot open for the Easter Basket delivery so we may add another day.

ADMINISTRATIVE REPORT

There has been some additional registration coming in for the half year preschool program and some for mini-school. Dance costume orders have been placed and the orders are coming in. Ms. Muth would like to change the preschool refund policy. There is a payment plan for this program. If someone does not attend preschool, we will still keep the \$100 deposit but will waive the last payment that is due in October if they have not attended preschool at all. We won't send refunds back, just waive the balances. Director Fullerton asked if they never attend preschool but paid \$100, what would you do? Ms. Muth said she would waive the total amount due, not the \$100, because they didn't attend. If they paid something on preschool on top of the \$100, we don't send them their money back or give them a credit. It is just waiving household balances. Director Fullerton said what about dance. Ms. Muth said dance is not the same because preschool has a payment plan. Ms. Muth said many years ago it used to be this way. Commissioners agreed that would be fine as long as it is not sending cash/check back but just waiving household balances. Commissioner Kosnick asked about the teacher/child ratio and if it comes into play. Ms. Muth said yes and if we take someone off the wait list we give them their money back from that date forward.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 750. 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 December 31, 2017. Director Fullerton said there was an error on a note she had on the September investment report. The CD amount was correct; it was just the note that had to be corrected. It said we invested \$800,000 in CD and it should have been \$700,000 plus another \$1,000 to put in reserves in the investment account. This note had been attached to the September report for clarification. Commissioner Jerantowski moved, seconded by Commissioner Guisto to approve the Operating Statement for December 31, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Mayor Howley forwarded an email from the City Clerk for an idea of putting in an EZ ice rink at the park district. Director Fullerton explained that we used to have an ice rink on 82nd Avenue and 91st Place however it was difficult to keep up with making ice which can cause a liability issue. She said that the park district discussed this several years ago and decided to add the outdoor fitness equipment. Mayor Howley said he was forwarded the information and didn't want to misconstrue that he was pushing the product or concept and thought the fitness equipment was a better use of that space. Mr. Murphy said we had to come at night to fill the ice rink and many times the hydrant would freeze and you would have to try a couple of hydrants and some larger park districts have better lines that they use to fill it up. You would have to have two people filling it because you can slip on the hose and it is a hazard at times. Also, it would be too small, where we had it, for 16,000 people. Director Fullerton said it would have to go in an area with a closed gate, like the in-line skating so if the water wasn't hard enough we could close it. Commissioner Kosnick said they will hop the fence even when it is closed.

The commissioners will receive the conduct order at the next Board meeting to review per the PDRMA review.

Roberts Road Improvements:

There haven't been any further discussions from Public Works or MWRD. Commissioner Morgan asked how much the attorney invoice was for the Easement Agreement. We paid \$225 to contact the attorney about condemnation but that is the only invoice that has come in so far.

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

RFQ for the park projects was included in the Board packet. Director Fullerton is checking that the bid requirement is to be published in the newspaper. The RFQ's are due February 6. You can't ask for a price at the time the RFQ is due. Commissioner Kosnick asked how will you know their charges. What about the playground equipment. Director Fullerton said you can only ask for their projects, references, etc. The architect will give the playground company the design. Then the playground companies will give us prices once they submit their boards with playground equipment. Mr. Murphy said we will be keeping the existing curbing. Commissioner Guisto moved, seconded by Commissioner Jerantowski to approve the Request for Qualifications for Memorial Park and Prairie View Park and various alternates. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Memorial Park and Prairie View Park Public Input Meeting Results:

We had four residents (two for each park) attend the public input meeting for these parks on December 14. An individual mailing was sent to the homes and apartments and it was advertised on both marquees, the district's website, signs posted at both recreation centers and it was on the front page of the Citizen newspaper. The residents liked that the fence was removed and didn't want to bring it back at Memorial Park and wanted to get rid of the sand volleyball court since people are peeing in it and it is not used for volleyball. They wanted an additional 2-5 playground so that will replace the volleyball courts. Also to add some benches. At Prairie View they mentioned to keep the gazebo and asked about adding outdoor fitness equipment. These four residents will be invited to the Board meeting when look at the playground equipment. Mr. Murphy said we don't own the land at Memorial Park so we should keep that in mind. Commissioner Kosnick asked if the owner was notified. Director Fullerton sent him an email with the focus group notice and sent him the results afterward and has never replied to the email. Commissioner Peterson asked if we approached him about buying the land. Director Fullerton said she can ask if the commissioners are interested. Mr. Murphy said anyone can get out of the lease with a 30 day notice. Other commissioners said they are not interested in purchasing that land at this time.

Sexual Harassment Policy Review:

Commissioner Jerantowski moved, second by Commissioner Guisto to approve 2017-318 **ORDINANCE APPROVING HICKORY HILLS PARK DISTRICT AMENDED SEXUAL HARASSMENT POLICY**. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

2017 Summer Bottom Line Report:

The Summer 2017 programs had a 21% increase. The net revenue was \$64,207 in 2017 and \$52,722 in 2016. The number of classes was 126 in 2017 versus 109 in 2016 and enrollees increased from 2,100 in 2016 to 2,197 in 2017. Program areas that had increases were; special events, contractual, senior, tot, youth, camp, dance and Great America tickets. Special events had a net of \$227 versus -\$2,661 in 2016. We didn't have a fishing derby in the summer which is usually a loss of \$400. Street Fair did excellent with net revenue at \$229 and was the first year that we didn't have a negative net in over 10 years. Gross revenue for Street Fair was \$2,930 and \$1,638 in 2016. Contractual programs had a 10% increase in net revenue due to guitar and gymnastics.

Gymnastics introduced two new programs which were the Ninja class and Skills Training which did very well. Seniors programs had a 91% increase which included Domino's which had a slight increase and Yoga and Easy Does It both doubled in revenue. Also, a new program called Grand Bingo was introduced. Tot classes had a 14% increase with Jr. T-ball increasing 47% and all other tot programs did very well with increases. Youth had a 44% increase with enrollees increasing from 157 in 2016 to 242 in 2017. Also, the recreation assistant taught many of these classes which reduced expenses substantially. Camp had a 16% increase which was from all camps. The Splash Pad Camp replaced Camp Bunch of Fun and that program alone tripled. Dance summer classes increased by 32%. Ms. Gianna taught these classes and has a very good reputation teaching fall through spring so dance summer programs increased enrollment from 101 in 2016 to 132 in 2017. Great America tickets increased 40% which was mainly from the new offering of selling Santa Village tickets. The following programs had decreases from concerts, adult, trips and teen. Concerts had a -\$3,176 versus -\$2,167 in 2016. Adults had a 140% decrease with enrollees at 1,093 in 2017 and 2,635 in 2016. Women's volleyball and men's softball decreased significantly and Zumba also decreased. Trips decreased by 45% with enrollees at 265 in 2017 and 290 in 2016. Teen decreased because Between the Pipes was canceled due to low enrollment however hoops increased by 48%. Overall it was an excellent summer.

Employee Discount Program Report:

From Fall 2016 to Summer 2017 employees received a discount of \$844.50 compared to \$773 from the previous year. The total paid for programs by employees was \$1,615.50 from Fall to Summer compared to \$1,365 from the previous year. The total cost would have been \$2,460 compared to \$2,138 from the previous year if they had to pay the full resident rate with no discount. Employees received \$352.75 in dance discounts and paid \$92.25 in dance program fees.

Personnel File Update:

While proofing W2's this year, Director Fullerton went through all of the employee personnel files to make sure we had a background check, copy of driver's license and social security card for all employees. There were three part time employees who have worked for us over 17 years that didn't have a background check so those have been run and had nothing come up on the reports. Back then you didn't have to have background checks.

Miscellaneous:

The November fitness center and walking track report was included in the board packet. There was an incident of fireworks at the park on New Year's Eve that the police notified us about but no damage at the park.

Commissioner Jerantowski moved, seconded by Commissioner Guisto, to convene to closed session at 8:02 p.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. Commissioner Kosnick stated the Board went into Closed Session for the purpose of discussing an employee situation of borrowing equipment and that the employee received a written warning and will continue employment. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

The commissioners came out of closed session at 8:30pm and resumed to the regular meeting.

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

The meeting was adjourned at 8:33p.m.

Secretary

ATTEST:

President