

## **BOARD MINUTES**

**July 9, 2018**

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on July 9, 2018 at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

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

Also present were: Jennifer Fullerton, Executive Director, Dan Maier, Recreation Director, Jim Murphy, Maintenance Director, Tammy Muth, Administrative Assistant. Also present: Mr. and Mrs. Abudayyeh and Attorney James Tierney.

### **APPROVAL OF MINUTES**

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes of June 11, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

### **SECRETARY'S REPORT**

Commissioners received a June PDRMA Health in Action newsletter.

### **PUBLIC COMMENT**

Attorney James Tierney said that he represents Mrs. Abudayyeh who is with him today. We are here to ask the Board to rescind the one year suspension imposed on her for a May 29 incident that happened at Krueger Park. The incident was a heated conference between Mrs. A and a staff person at the park district. She has signed a sworn Affidavit. This was a onetime incident and Mrs. A doesn't behave this way routinely and this was a bad day. Most of us have bad days we later regret. There was no physical contact and her finger or hand did not touch the staff member or vice versa. I feel both Mrs. A and the staff person would like to move on. If either or both had their wishes it would be to move forward and write this off as a bad day and have a do over if you will and rescind the one year suspension. Mrs. Abudayyeh has promised in the affidavit that she promises that it will never happen again. She will never confront a staff member again or use any type of bad language against anyone in the future. She regrets it. In the affidavit she also promises that if something happens she would not object to waiving all objections to whatever sanctions the Board chose to impose on her and would not take any review of that in any matter. She has apologized to the staff person and part of that apology in the affidavit included a promise that she would apologize face to face if provided that opportunity. She is prepared to let all of this go by if the park district would do so as well. With regard to Mr. and Mrs. Abudayyeh, they have been members and residents in Hickory Hills for 10 years. They are members of St. Patricia's parish. Mrs. Adudayyeh has been a member of the park district and has participated with her family in park district activities without incidents over the past 10 years. This is a onetime event that she regrets and we are asking that the Board grant her a rescission of the one year suspension and I would answer any questions. The Commissioners said they didn't have any questions. Mr. Peterson said we don't bend the rules for vandalism or stealing or anything like that. I know it is a onetime incident but that is our policy in the past and we want to stay with that. Mr. Tierney said based on no physical contact, if this was a fist fight or something of serious nature legally, it would be battery or assault. Commissioner Peterson said it would be a life time ban. Mr. Tierney said if this was a serious nature, I would agree saying no you can't let them back in but there was no physical contact and the words that were exchanged were not even decipherable because it was video only with no audio on the tape. Mr. Tierney saw the confrontation on the tape and finger pointing and hostility but couldn't tell what they were saying and he thinks her one year suspension is too much for this type of thing where someone has a bad day. It could happen to any of us anywhere and run into someone and have a disagreement and that is what happened to this fine woman on that day. We are asking for a do over and exception to the rule and I know it is never been done before because of the nature of this circumstance. Commissioner Kosnick said the no physical

involvement is null and void and is immaterial. Mr. Tierney said it is not a crime or battery or assault. It didn't rise to that. Commissioner Kosnick said it involved a lot of people mentally and they don't know how someone is going to act. The employee is trained and remains in control when someone comes in for business. We have guidelines that we put into rules because we have a lot of young children in this area constantly. Adults can handle problems but we have all of these young children experiencing things so we try to stand fast to our rules. Mr. Tierney said he spoke with Mrs. Fullerton regarding the staff member and was informed that she was prepared to forgive and forget and move forward and pretend this thing never happened and be cordial and respectful both ways going forward if this was granted. Commissioner Kosnick said that is correct but what did she experience from point A to point B. It was hard on the employee. Words are words. Commissioner Morgan said this took place in front of the children. Mr. Tierney said but they were in the hallway. Director Fullerton said the door was open and the kids heard it. Mr. Tierney said from time to time the door was open and closed. The witness stepped in. Mr. Tierney said he didn't know what the children heard and you can't tell from the video because there is no audio. Director Fullerton said Mr. Tierney received the witness statement from the employee that was holding open the door and Mrs. A did go up to the children and pointed at them and said that lady is a bad lady and she went out the door and there was another customer that heard it when she walking in so she approached the kids and another adult. Commissioner Morgan said we provide recreation and also are developing young children and it is important that we are good role models and we have to keep people held accountable for their actions. It is not like we banned her for life but sometimes we regret what we did but there is still consequence. Maybe in today's society we haven't held enough people accountable. It is important because these are the images that these children see as they grow up. We need to handle things in better ways. Commissioner Peterson said the family can still come to the park. Mr. Tierney said Mrs. Abudayyeh just wants to drop her child off from time to time so her child can participate. She could drop them off across the street but I don't know where the park district's property line is. This is not only for Mrs. Abudayyeh but her son Zack who really needs the programs available by the park district. If we are talking about this for the children, her child is a member. Commissioner Morgan said her child is welcome to come.

Commissioner Peterson moved, seconded by Commissioner Kosnick, to keep the one year suspension in place on this incident. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

### **MAINTENANCE REPORT**

D.W. Inspections completed the pole inspection for Martin Park's softball/soccer lights on June 20. He found 3 poles on the west field (closest to the infield) showing early signs of decay. He feels they have a service life of about 8 years. The poles on the east field were in good shape. The poles will be inspected again in 3 years. Cost for this year's inspection was \$1,950.00. For the west field, the plan would be in three years to cut those poles and abandon it. The inspector said we could get 20 more years out of the east field. The west field gets the most water when it rains. Commissioner Peterson asked how long for the bad poles. Mr. Murphy said 8 years.

Mechanically everything ran fine on the splash pad except the sensor got stuck this week. We have a spare sensor and they are \$400-\$500.

Cedar Valley Express Blower will be topping off the following park's fall surfaces:

- Kasey Meadow – 25 Yards
- Woodland Park – 25 Yards
- Krueger Park – 25 Yards
- Marty Ptacek – 25 Yards

The cost for 100 yards of ADA compliant mulch at the four sites is \$2,975.00.

On May 24, Burbank Auto replaced the ignition coil circuit on cylinder #3 on the van. Cost with towing was \$377.55. The van broke down again in June and was towed back to Burbank Auto. When the van was taken off

the tow truck it started up. They ran a diagnostic check on it and the van showed no bad codes. So we took it to Westfield Ford and they are having the same problems. Both places think it may be the fuel pump and that would cost \$800. To change the fuel pump you have to drop the fuel tank. Director Fullerton said the employees who use the van will not take it too far. Commissioner Kosnick said the fuel pump is not in the fuel tank. Mr. Murphy said the fuel pump is in the fuel tank. That is what the dealership told me. They have to drop the tank because the pump is in the fuel tank. They put the computer on there and everything was running well. Commissioner Kosnick said when the stop is on there, you put the water on it because there is a vacuum inside of the pump. The pump is doing it from inside and allows it to function. Cars are changing every year but I have never heard of the fuel pump in the tank. Mr. Murphy said they told me to take a rubber mallet and hit the fuel tank. When it comes off the tow truck, it is moving the fuel pump a little bit because it is in the fuel tank. Director Fullerton said the van has very low miles on it. Mr. Murphy said it is 2003 and has less than 40,000 miles.

The following quotes are to seal coat/crack fill and strip for Prairie View, Osborne and Martin Park. Maul was \$5,228 and Blackout is \$5,390. Mr. Murphy said he would like to spend the extra \$162 and go with Blackout because they do a better job. We have to pay prevailing wage so the cost is higher than for personal paving. Martin Park & Prairie View's parking lots will be done in August after the playgrounds are renovated. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve seal coating for Blackout for \$5,390. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

All the district's vehicles passed the state's safety inspection. Pacific Coast Irrigation repaired Krueger Park's irrigation system last month.

### **RECREATION REPORT**

The Sox bingo game lost money because of coming back 75 minutes late. The Mystic trip was a bit long and made a little bit. We may add the weeklong trip in the fall brochure or winter/spring.

The Street Fair crowd was a little down. Last year in 2017 we sold \$2,838 in tickets and spend \$4,500 and this year it was \$3,809 and paid \$5,000 for the carnival rides. Tickets sold were as follows: Monster Truck 279, our Giant Slide 411, Train 453, Dizzy Dragon 754, their Giant Slide 837, and Fun House 1,065. We have the fun house for the Fall Fest and three different rides. Sponsorships letters for Fall Festival were sent out. The Girl Scouts were at our Bike Rodeo and they want to recruit girls from Hickory Hills because their numbers are low in this area. They are interested in the Fall Festival and can bring their tent. The cost would be \$150 because they are non-profit and they are going to do it.

Summer camp has gone well with a few issues with one boy. He has good days and bad days. The numbers for the first session for KP was 137 and second session is 153. We are still taking more and people are still coming in. We don't prorate so they pay the full amount for that session.

We are still waiting for the demo for the fitness center equipment.

### **ADMINISTRATIVE REPORT**

Preschool has had some fluctuations in registration with moving to a different day or time. We are sending out information to current participants. On the survey comments, one parent said the hours weren't long enough so we will remind them we have care from 8:45am – 4:15pm. Ms. Muth said she has met with Ms. Debbie and Ms. Gianna and they are bouncing ideas off of each other. They are energized to change the room and everything else.

We are working on our dance schedule this fall to spring and should have it out to the parents this week. Pictures and videos are in. Poms will perform at National Night Out.

The splash pad has been running well and the staff is doing well.

### **TREASURER'S REPORT**

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 756. 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. On the investment report, it shows that we cashed in \$10,600 on the May statement. It was because the previous fiscal year interest was \$10,553. We may cash in more later but the longer we keep our investments, the better it is. The investment report also shows cash and equivalent is at \$21,116 so the investments are doing much better than CD's. Commissioner Morgan asked if we have to pay state taxes from these investment accounts. Director Fullerton said she doesn't recall seeing that. Commissioner Peterson asked if we were charged tax on CD's. Director Fullerton said no, not on CD's but she will find out on this new investment.

### **DIRECTOR'S REPORT**

#### **Park Renovations:**

We had our first construction meeting with Innovation Landscaping as well as Upland Design. There was a small section of concrete that we are replacing at Prairie View that wasn't in the drawings. It is under the gazebo and it was a circle cement area that was around the bricks. We are getting rid of all of the bricks but there was existing concrete and it was going to stay. It would look ugly because that is the only old portion of the concrete that would stay. Innovation asked about it and the cost is \$2,035 so Director Fullerton said she approved the change order. Memorial Park has been completely demolished and they are working on Prairie View. Commissioner Peterson moved, seconded by Commissioner Jerantowski, to approve the following payouts: Innovation Landscaping \$19,600.92, Parkreation \$12,293, NuToys Leisure Products \$27,158 and Play Illinois \$46,563.50. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Kosnick said there are kids playing in the dirt at Memorial Park. Mr. Murphy said they knocked the pile down today and there is nothing in the dirt.

#### **Skate Park/In Line/Tennis and CN Renovations:**

We would like to discuss renovating the skate park, in line skating and courts at Kasey Meadow Park as well as remodeling and possibly expanding the CN building. The staff wrote a list of items that will need to be replaced or renovated at CN which are as follows: flat entrance roof, HVAC (furnace (not preschool), A/C, boiler, water heater), 5 bathrooms (2 new larger bathrooms, preschool bathroom, one family washroom, office bathroom), larger janitor closet, all new flooring (carpet, VCT to tile), aluminum siding, paint all walls, 2 drinking fountains (one new in preschool), phone system, security cameras, electrical wiring, private offices (currently staff use executive director's office), 2 Kitchens (cabinets, counter, stove - existing in multipurpose and preschool), sand down dance floor, parking lot and more storage space. We would like to conduct some public meetings/focus groups in the Fall if we are moving forward with the skate park, in line skating and courts at Kasey Meadow Park because we go to print on our brochure in a few weeks. Commissioner Kosnick said we agreed to go with cement with the skate park. Director Fullerton said we are going with cement so that is not the question. Commissioner Kosnick asked what we have now. Mr. Murphy said we have skate lite with ramps underneath it. Director Fullerton said so are we renovating the skate park, in line skating and basketball and tennis courts. Commissioners agreed. Director Fullerton asked what about the CN building? Commissioner Kosnick said it sounds like the building is going to fall down and we have to close the building. Director Fullerton said we won't have any air conditioning in two years. Commissioner Kosnick said I agree we have to do something inside the building. I read five bathrooms. Director Fullerton said we currently have four

bathrooms. It is really difficult for staff when we have to go to the bathroom, we don't go into preschool because the kids are in there and there are only two stalls in the women's so a lot of times we have to hold it because the bathrooms are full for 20 minutes and it happens often. If you go in and out of the preschool room, they cry and try to run out because the door opens. The additional bathroom is for the office staff. Do you want us to renovate this building and not expand it because you don't want us to expand programs or can we hire an architect next year to take a look at one additional activity room and some private offices? There are two employees that have to use my office regularly to do payroll and payables. We would like another office with a door so that they can process payroll and payables somewhere other than the executive director's office.

Commissioner Kosnick said a couple of years ago Commission Potacki talked about putting an office in for the Ms. Muth on the north wall. Director Fullerton said it was expensive but according to the architect there is no room so you would have to build out on the building anyway. Commissioner Kosnick said why do you need five bathrooms when Krueger Park has four bathrooms and a lot more people over there. Director Fullerton said there is the outside lobby, A& B has one bathroom, the men's locker room, the women's locker room and a men's and women's in the hallway next to C so that is six. When there is a concert we have long lines for the two bathrooms. Mr. Murphy said when you make the bathrooms in the lobby handicapped accessible, you won't have two stalls like there is now. You would have to knock out a wall to make it handicapped and if you keep the same space you are only going to get one stall out of that. You don't want one for women and one for men because that will be a problem for special events, mainly concerts. Commissioner Morgan asked if they have a code that says how many people you have to have a certain amount of bathrooms. Director Fullerton said yes but the size of our current bathrooms are most likely grandfathered in. Now they are not handicapped accessible but they want you to have a plan in the future that you are going to remodel. Commissioner Morgan said for safety they didn't want to have kids coming out and using the same bathroom as people coming in off the street. Director Fullerton said we were so large in preschool that they were using the multipurpose room and using the hallway bathrooms and parents complained about it so we had them use the preschool room bathrooms. Commissioner Kosnick said so you are thinking we should renovate this building but I don't see any plans to make the building bigger and we should do this first and see if we can live with that. Commissioner Morgan asked if there is a saving if we renovate and expand at the same time. Director Fullerton said yes. Mr. Murphy said when you renovate you will have to put a sprinkler system in this building so there will need to be a room for that to meet the current code. Director Fullerton asked how we will make the bathrooms ADA accessible without expanding the building. You would have to eliminate my office because there is no other way. Mr. Murphy said to have enough bathrooms and a sprinkler room, how would you do that without building on some portions of the building? Commissioner Kosnick said the sprinkler system wouldn't cause you to enlarge the building. Mr. Murphy said you have to have a room like at Krueger Park which has a door, a fan and drains in there so it has to be a room with a certain size. Commissioner Morgan said if you expand this building what are you looking at with kinds of rooms and where. Director Fullerton said we can't decide where without an architect but we need an additional multi-purpose room. If we don't have one than we will have wait lists like we have now for dance. We can bring them in to the preschool room which we do now however it is time for staff to break it down. Mr. Murphy said you have to get in here at 3:15pm or 3:30pm and break it down in 20 minutes so the staff can leave at 4pm and there are three people that do that. Commissioner Morgan said if you are going to renovate and bring it up to code will that necessitate expanding the building somewhat so we should put it all together and do it all at once. Commissioner Jerantowski said it would be more expensive if you are going to add on to it and I think we should consider adding on to it. We need more things and offices and do it one time and not two times. Commissioner Kosnick asked why do you need more rooms. Director

Fullerton said we are turning away customers for dance right now for the 17/18 that just ended. Commissioner Kosnick said it said in the report that it is the same as last year. Ms. Muth said that is summer dance not the dance in the fall through spring. Director Fullerton said summer dance is very small compared to the fall through spring program. Commissioner Peterson asked what do you need today. Director Fullerton said so you gave approval to move forward with the skate, in-line and tennis basketball courts. Next year we should hire an architect to tell us what we can do with the building and the cost. Commissioner Peterson said so why shut it down before we see and can shift programs from KP to CN. Director Fullerton said we can't put programs from CN to KP because they don't have any rooms available at KP. Ms. Muth said we can't put dance at KP because there are no mirrors and the dance floor is not there and we receive many complaints when we did it in the past. Commissioners agreed to hire an architect for the CN building. Commissioner Peterson asked if we can use the special recreation funds. Director Fullerton said yes and it is approximately \$60,000 per year.

### **Preschool and CN Assistant:**

Gianna Agozzino has accepted the CN position with her first day on August 23. Debbie Stabosz has accepted the lead role of preschool teacher and is thrilled to be working with Gianna. Also, while reading the employee manual P. 11 (in Board packet), it states part-time year round staff working more than 25 hours should receive 15 hours of vacation per year after one year and after five years 25 hours. Richie Rusk received this vacation time and Angelina Kelly also received it when she was part time. So, after a year Gianna will receive the same. It is a policy so we are giving her this vacation after one year.

### **Preschool Survey:**

The preschool evaluation from school year 2017-2018 was in the Board packet. The survey responses were very favorable. The improvements were: offer full day, a parent meeting, offer some reading classes and separate the children by age. Director Fullerton said they can attend preschool all day however the afternoon curriculum is the same as the morning. We have a meet the teacher's day but not a parent meeting. Ms. Muth said the parents will meet with the teachers when they ask, after class. Director Fullerton said with the reading classes it is difficult bringing the parents in the room for the first month because of separation issues and then we have to run background checks for those parents. Ms. Muth said the teachers want to set up a little library where they take a book home and they read it. Commissioner Peterson asked where do we get the books for that and have you asked the library. Ms. Muth said we haven't yet but we should be able to and we have a lot of books now. It would be you bring the book back and can check out another one. Director Fullerton said let's give the teachers a chance to set it up.

### **Dance Survey:**

The dance evaluation from season 2017-2018 was in the Board packet. The survey responses were favorable. There are some excellent comments given in which we can improve and notes in parenthesis on the survey recap from Tammy Muth. There was one survey response that was several pages. Ms. Muth said with the limited size of the building we try to keep the classes as early as possible and keep the higher level and older children later in the day. None of the parents want to go to a Sunday class. Dance runs from Monday to Friday to 8:30 or 9:00pm and Saturday is 10am-5pm. Director Fullerton said this particular child is very advanced so she is younger but dances at a higher level with the older kids that are four years older than her. Our other choice is to end earlier but then there are longer wait lists and we can't accommodate all of the participants. We talked to the parents and it is either Sunday classes, stop at 9pm on other days, only take 12 participants or

move to preschool. It is a battle every year because we are full with wait lists because it is a good program. Dance has not slowed down. Commissioner Kosnick said you said it slowed down last year. Director Fullerton said it didn't slowed down last year. Maybe it was summer dance. Someone asked if WiFi is available and we have that available for the public.

### **Winter 2018 Bottom Line Report:**

There was a 20% increase in the bottom line net revenue for the Winter 2018. The net revenue for 2018 was \$11,098 and \$9,194 in 2017. The number of winter classes increased from 78 in 2017 to 89 in 2018. The number of participants decreased which was 1,419 in 2018 and 1,506 in 2017. Programs that increased were from special events, teens, youth and trips. Special events had a loss of -\$1,930 and in 2017 the loss was -\$2,833. VIP had a loss of -\$1,313 and -\$2,005 in 2017. The Christmas Party had a loss of -\$653 in 2018 and -\$974 in 2017 and this includes the \$950 received from the City. Sensational Soup had a small profit of \$93 and we sold \$70 worth of sleds. Teens had a net of \$14 in 2018 versus -\$12 in 2017 from the Teen Mixer. Youth had a 13% increase which included a 42% increase in birthday parties, violin increased by 13% and soccer had a 93% increase. Holiday and Krueger Krew decreased by 6% and volleyball had a slight decrease. Trips had a 110% increase since there was six trips versus three. The top two trips were Firekeeper's Casino which had a net \$628 and Chicago At Your Feet had a net of \$585. The following programs decreased: adult, contractual, senior and tot. Adults had an 80% decrease mainly because Zumba had a spring program number even though it began on January 3<sup>rd</sup>. Wow replaced Total Workout and had a net of \$190. Contractual had a 3.5% decrease with a 21% decrease in gymnastics, 3% decrease in karate and guitar had four less students. Guitar tends to be up and down depending on the season but usually has at least four to eight students. Mr. Maier said it is not at our facility and we make 15-20% on those classes. Soccer increased 8% and Piano was new with 14 students. Senior net revenue dropped by more than half however enrollment increased from 486 in 2017 to 530 in 2018. The decrease in revenue was mainly from the senior luncheons which had a loss of -\$343 in 2018 versus -\$93 in 2017. Pinochle, Easy Does It and Yoga were the same and Bingo decreased because we didn't have Grand Bingo in the winter session. Tot programs had a 63% decrease with enrollment at 116 in 2018 versus 190 in 2017.

### **PDRMA Review:**

We completed the maintenance section of the PDRMA review. Dan and Jim will be required to take a two day course called HELP which covers some human resource and hiring topics. Also, Jenny from PDRMA pointed out a trip point in the circle seating area concrete at the front entrance to CN so Jim Murphy put in a concrete ramp there. Other than that a few paperwork items need to be submitted. The recreation section of the PDRMA review will take place this Friday.

### **Vandalism/Incidents:**

On June 18, two mothers complained that they had to pay \$5 per session at the splash pad and that it didn't say "per session". Tammy walked back out to the splash pad and showed them the sign that reads:

Noon-3pm \$5

3:30-6:30pm \$5

We feel the sign explains the price appropriately but we will add "per session" on a label and put it on the current sign outside.

On Monday, July 2, Maintenance found the handle to the gate at the Martin Park well was forced open and the handle was broke off. We put a chain and a lock on it.

On Sunday, July 8, there was graffiti at the skate park on one of the ramps.

**Financial Audit:**

Four auditors were on-site June 5 & 6. Usually, they are in my office for three days. Also, there wasn't one question on the assets for the Kasey Meadow Park. However, there was a small glitch in the way IMRF was in Paylocity. Paylocity keeps changing and updating software and many times we don't know all the specific details. IMRF was paid correctly and the withdrawal from employee paychecks was correct for IMRF however one small section in Paylocity in WebPay where you had to go into the employee file, for a new employee, and then click on HR then find the Benefits tab and then add IMRF. We haven't had to do this for previous IMRF employees. It used to be that we had to add the deduction code and not the match code. So now we have to do both. Also, when we received the audit draft, there was a deduction of \$34,964 which the auditor explained it was the fair market value of our new investments. This brought our corporate fund net down to a negative \$12,429. So the first thing Director Fullerton did was to consult with her husband who is an accountant. He agreed that it shouldn't be a deduction because it is equity. When she called our auditor she said no that is the way that is and it should be booked as a net loss because that is the fair market value of the investments as of 4/30/18. She consulted with their GASB and GFOA accountant on staff who has another park district with investments like us. Then Director Fullerton called Lori from First Midwest Bank who spoke with our auditor and was able to get the \$34,964 removed from the audit since our investment account is a guarantee government investment. It is a new type of investment. So, the audit was adjusted and now the corporate fund has a positive \$22,536 at year end.

**Miscellaneous:**

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

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

The meeting was adjourned at 8:37p.m.

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**Secretary**

**ATTEST:**

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**President**