

## **BOARD MINUTES**

**June 12, 2017**

The regular monthly Board Meeting of the Board of Commissioners was called at 7:03 p.m. on June 12, 2017 at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> 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 and Jim Murphy, Maintenance Director.

### **APPROVAL OF MINUTES**

Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to approve minutes May 8, 2017.

Ayes: Guisto, Jerantowski, Kosnick, Peterson. Commissioner Morgan arrived at 7:05pm. Director Fullerton said the minutes will be a summary from now on and instead of word for word detail.

Commissioner Jerantowski moved, seconded by Commissioner Guisto, to approve minutes May 8, 2017 Closed Session. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

### **SECRETARY'S REPORT**

Commissioners received a PDRMA Health in Action May newsletter and a Certificate of Election from Cook County to the four commissioners that ran for the election. We received an email from Amanda Miranda who said "Just wanted to say thank you for an AMAZING show yesterday: Everything was wonderful". This was regarding the Dance Recital. There were a few other people that also said it went well.

### **PUBLIC COMMENT**

Nothing to report.

### **MAINTENANCE REPORT**

The sensor on the drain at the Splash Pad was not working last week and we had to close early that day. Over the weekend we ran it manually and it still feeds chemicals. The sensor came in today and Mr. Murphy will install it. Director Fullerton said she has been testing chemicals at various times of the day especially during the manual run. Krueger parks stairway needs to be painted. It includes the walls, ceiling, stair risers, handrails, doors and frames. The costs were J and M Decorating \$3,350.00 and Borland Painting \$3,300.00. Borland painted the gym last year. It hasn't been painted in 20 years. Last month the sprinkling system had the annual inspection and the entire district's RPZ's were tested. Mr. Murphy showed a picture of the new trailer. A new Cylex signs was ordered for Prairie View Park. Kasey Meadow's two parking lots were seal coated June 1. The bathrooms at KP were shut down because the lift station wasn't working. People threw tampons and fitness hand towels in the toilet and there is a garbage can in that bathroom. Those bathrooms have hand dryers. Commissioner Kosnick said to add a picture of a tampon to the sign. There were four doors cut at KP for \$400 in the gym to prepare for the new floor.

There is still restoration to be done on the Kasey Meadow's hill from the carnival. We borrowed Public Works roller and also we slit seeded it. We would like to put in drain tiles in the fall and will have 3D Design draw it and give us estimated cost. It would drain to the northeast corner of the bottom of the hill to a basin that ties into Roberts Road. We discussed it with Larry Boettcher from Public Works and he is fine with it however he wants to see the drawings. Director Fullerton said it took four to five weeks before the bottom of the hill was dry. Even during previous car shows in June, during Pumpkin Fest and a concert when the Navy Band was there in July and it was still wet and it is difficult to cut grass down there. Mr. Murphy said it would probably be an 8-

12” line to each basin and there may be some grading too. It will be durable enough to have semi’s drive over it. Commissioner Kosnick said there is water by the northeast corner and it is has always been a flood spot. Mr. Murphy said Larry wasn’t opposed to the drain tiles. Commissioner Jerantowski asked if the grass will be ok for the concerts. Director Fullerton said the grass will most likely look the same as it is now and it is not worth watering now. Mr. Murphy said you won’t see much growth now until the fall but we can run a concert. Once you hit 90 degrees the seed won’t grow. Commissioner Jerantowski asked if we will be using the band shell. Director Fullerton said yes as long as there are not high winds. Commissioners agreed the grass looks good for after a carnival.

### **RECREATION REPORT**

Mr. Maier said he will not be able to attend the August board meeting in 2018 however the recreation assistant will attend. There is a new senior summer luncheon next week and have 50 people registered and 25 teenaged violin students will be performing. The weeklong trip for next year will be Atlantic City, New York and Philadelphia in April. The Four Wind/Wine trip went well and the White Sox trip is coming up. We will be having Duane Dow broadcast live at one of our 12” softball games from Martin Park and it will be aired on Comcast Cable (Channel 113). Oak Lawn Park District is renovating their fields and asked about using our fields but didn’t want us to run the leagues. There are over 100 in full day camp and then splash pad camp and half day camps. Director Fullerton said once someone registers for camp they don’t get a refund and it is in the description in our brochure in the write up for each camp and is also printed on the receipt. A parent asked for a refund because they got into Action for Children which is a free camp. She was told no refund and she asked what if we fill. Director Fullerton told her she would do that however as of today we are not full and we hire staff based on registration. Camp is at 101 and the maximum is 104 so it is close but now full. The secretary at KP verbally tells them no refunds especially when they hesitate. She said she registered over the phone. We don’t take registration over the phone because you have to come in to pay and she came in and received a receipt. Mr. Maier said a parent called and asked if we could change her daughter into a bathing suit and said it was complicated. Mr. Maier said no we don’t do that. Director Fullerton said we don’t put suntan lotion on either and we teach the staff to tell the kids how to put it on. We try not to go into a washroom with one participant and one employee. Also, we have had several complaints about offering the splash pad for free. She explained to them that it is \$20 for the entire summer if you get a resident pass. We used to be free however bus loads of people were coming in and they were urinating in yards. We have to pay for chemicals, parts, pumps, water and the employee at the gate. Some splash pads don’t get charged for water because they are run by a village or city. Then one of these residents said no one has been on the walking trail and at the outdoor fitness station and Director Fullerton told her she has seen them on both every day. Also, Director Fullerton had to explain the grant project for Kasey Meadow Park. Most residents have had many compliments about the walking trail and fitness station. Mr. Maier said two new strength pieces were delivered today and we took out three old pieces (shoulder press, the leg curl and leg extension).

### **TREASURER’S REPORT**

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 743. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. Commissioner Kosnick made note of the Investment Report May 31, 2017. Commissioner Jerantowski moved, seconded by Commissioner Morgan approve the Tentative Operating Statement for April 30, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

### **DIRECTOR’S REPORT**

#### **Kasey Meadow Park Construction Project:**

The pathway was paved on May 8 and concrete was poured in on May 26. Director Fullerton went over the remaining punch list items that Hacienda needs to complete, the payout and the change orders. The amount on the change order is a credit in our favor. The change order was sent to IDNR and we received their approval.

We added some stone wall seating and piping by the skate park fence and concrete rings for the sewer and there was some credit for fencing. We can't get the grant money until everything is 100% paid so we will receive a warranty letter from Hacienda for the seed and grass restoration. The seed won't take until the fall. Also, the warranty letter may include perennials since they haven't come in yet. Commissioner Kosnick said there is a retaining wall by the backstop and walking track and all the players have equipment on that wall. Director Fullerton said it wasn't a rental and it wasn't our programs so they just showed up for a pickup game. Commissioner Peterson said there is a chunk of metal out there. Mr. Murphy said it is Hacienda's but he will get rid of it. Mr. Murphy said someone drove their car on the new pathway to unload their stuff by the ball field and he told they can't do that. Director Fullerton said it wasn't a rental or our leagues so it was someone just out there playing. Commissioner Peterson said he saw bikes. Director Fullerton said we just put up the sign that says no bikes and no scooters but we are not going to police it so patrons would have to call the police.

Commissioner Jerantowski moved, seconded by Commissioner Guisto approve Payout #8 to Hacienda Landscaping for \$67,482.14. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

### **Carnival:**

The carnival did very well with a gross of \$44,308.50. We don't have all of our expenses in yet but it should be approximately \$40,000. The grass was the biggest hurdle and All Around Amusements (AAA) paid \$5,000 for grass restoration. There was a follow up report included in the Board packet that she went over. The landscaper did the best he could to restore the grass and then we borrowed a roller from public works and it is a lot better however we will have some seeding to do in the fall. We cleaned up during the carnival by the neighbors and banquet hall. We will close the buildings at 9pm next year. The auxiliary officers don't break up fights and we had some of them so we will hire a police officer next year. Next year we will hire part time staff to be at the carnival during the day since the salaried staff worked at least 12 hour days and most issues are in the evening. We'll get some help picking up garbage too. Mega pass pre-sales was 126, 104 special needs signed up and 88 attended. Next year, Mr. Maier has to be out of town for a graduation so he will work on Sunday and Director Fullerton will work Saturday night and the recreation assistant will work Friday night. We ran out of pop in the machines so we'll bring up the True Cooler. The state inspector inspected all the rides prior to the start of the carnival. Next year we will put a landscape mat down under the mulch prior to putting it down or maybe rubber runners. After the carnival we had to rake up a lot of mulch prior to restoring the grass. The carnival company wasn't happy that the ice cream man was selling on the street however the City allows it. He was double parked so he had to move down the street where it says no parking so next year we will put cones down the street. Mr. Maier said we may have a pizza vendor selling pizza next year. The recreation assistant talked about having the few spots at the top of the lot for handicapped parking. We would need an employee to watch that lot and it was nice to allow public parking and handicapped in the 13 spots up there. Dance will be moved to Krueger Park the week of the carnival since there was a complaint about it even though it is right before the recital. Expenses will be the water bill, the portable toilets and auxiliary police. There was a discussion about moving the carnival to the street fair weekend. We were told by the City we can't sell concessions on Sunday and also AAA doesn't have Thursday open. The Street Fair is close to Friendship Fest that has a carnival. It may be best to keep the events separate so nothing happens to the Street Fair. The biggest hurdle to keeping it in May is the wet grass and the time of year when we are busy however it is not so hot. She will check with the City about a three year contract. Commissioner Morgan asked how many rides we had. Mr. Maier said 18 or 19. Director Fullerton said he will eliminate rides at the skate park lot. Commissioner Morgan moved, seconded by Commissioner Guisto

approve a three year contract and keep the date Mother's Day weekend for the carnival. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**Prevailing Wage Ordinance:**

This is an annual Prevailing Wage Ordinance with the rates beginning in June 2017 from IDOL. The prevailing wage notice will be published in the newspaper within 30 days after the June board meeting and it will be filed with the Illinois Department of Labor. Commissioner Jerantowski moved, seconded by Commissioner Morgan approve ORDINANCE No. 2017-315 ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE HICKORY HILLS PARK DISTRICT. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**Dance Recital:**

The dance recital went very well. We have some small improvements to work on but overall it ran smoothly. Tammy Muth did an excellent job running the show and Angelina Kelly, our CN secretary, was a big help because she really knows how to think on her feet with all the details involved with dance. The dancers were moved to the cafeteria area and hallway which was better for pick up and drop off. Comments from the commissioners were: there was too much time between numbers in show 1, audience members getting up and down during the show and only let them in between numbers, some dancers came on stage late in show 3, the senior write up was put in the program instead of on screen which was fine, one of the seniors was crying in show 3, add sparkles for the male dancers in show 1 on pants or shoes, nice to have dancers on stage with the tot dancers.

**IMRF Rate Meeting:**

From the IMRF Rate Meeting, they said total fund returns on investments were 7.71%. Last year it was .20% in 2015. The goal is to have a 7.5% return on investments. Any amount over 7.5% is allocated to the reserves of the district. Our IMRF rate is 13.41% for 2017 and was 14.94% in 2016.

**Financial Audit:**

All items required prior to the audit have been sent to Knutte & Associates. The on-site part of the audit took place June 6-8 from 8:30am-5pm with three auditors in the director's office. The audit will be completed and presented to commissioners in August. The special recreation fund will be set up for the new fiscal year and there were accounts set up in corporate and recreation for special funds to code expenses rather than a transfer of funds. Eventually, the special funds will be eliminated.

**Miscellaneous:**

We received a FOIA request from SmartProcure for payables February to current. This company has sent in a FOIA previously and several times for payable.

**Closed Session Review:**

There was some discussion on closed session minutes and the release of minutes was tabled until next board 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 8:53p.m.

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**Secretary**

**ATTEST:**

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**President**