

**BOARD MINUTES**  
**March 12, 2018**

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on March 12, 2018 at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

The following commissioners were present: Guisto, Kosnick, Morgan. Commissioner Peterson arrived at 7:20pm.

Also present were: Jennifer Fullerton, Executive Director, Dan Maier, Recreation Director, Jim Murphy, Maintenance Director and Tammy Muth, Administrative Assistant.

**APPROVAL OF MINUTES**

Commissioner Morgan moved, seconded by Commissioner Guisto, to approve the minutes of February 12, 2018. Ayes: Guisto, Kosnick, Morgan. Motion approved.

Commissioner Morgan moved, seconded by Commissioner Guisto, to approve the minutes of February 12, 2018 Closed Session content only. Ayes: Guisto, Kosnick, Morgan. Motion approved.

**SECRETARY'S REPORT**

Commissioners received an Argo Alumni newsletter.

**PUBLIC HEARING FOR BUDGET/APPROPRIATION ORDINANCE**

Commissioner Morgan moved, seconded by Commissioner Guisto, to open the public hearing for the proposed Budget/Appropriation Ordinance 2018-320 of the Board of Commissioners at 7:04 p.m. on March 12, 2018 at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois. Ayes: Guisto, Kosnick, Morgan. No citizens were present and no comments were made. Commissioner Guisto moved, seconded by Commissioner Morgan, to close the public hearing at 7:06pm to the regular Board meeting. Ayes: Guisto, Kosnick, Morgan. Motion approved.

**CITIZEN'S REPORT**

Nothing to report.

**MAINTENANCE REPORT**

Tri-County Plumbing removed another shower module and replaced it with the current model that Powers makes. The old module was original to the building. (Cost \$1,400.00) Last month, Mr. Murphy renewed his Illinois Pesticide License which is good for three years. Dave Trudeau passed his general standards test in January. Jim Heydorn will be testing for his license in April.

**Spring Schedule**

The following is the start up schedule for the spring of 2018:

- Tennis courts open and lights operational April 1.
- Drinking fountains will be turned on by May 1.
- Thorguard System (lightning detection) will be operational by May 1.
- Martin Park waterfall will be operational by May 1.
- Skate Park will be open by April 1.

We'll start working on the skate park next week. It has been too cold to bend the material for the ramps otherwise it will crack. During the month of March the Illinois Department of Labor will be out to inspect the district's two inflatable attractions. The total cost for the state's annual inspection is \$110.00. After the ice melted on Martin Park's Pond (February 27) there was a total of seven dead fish and one frog. The wires for the waterfall in the sump pit need some attention. We called Airport Electric to give us their opinion. The waterfall was built in 2002. Joe Falk quit his part time maintenance position. There was a water main break at Petkiewicz Park last month. Commissioner Morgan asked when the lightening detection is off. Mr. Murphy said when soccer is over in November that is when we pull the battery.

### **RECREATION REPORT**

Mr. Maier distributed the information on the softball game that will be televised on Comcast 113. For the Club Friday Night we only had 18 attend and we didn't have a DJ but played music. The blinds in the fitness center are still uneven at times but we know how to adjust them. We are going to have a golf outing however Director Fullerton will not be able to attend the event. Mr. Maier said he talked to him a long time ago and that was the only weekend. It will be a shotgun start and we need 10 foursomes so it needs to be 35-40 people. Commissioner Kosnick asked if we notified the softball teams. He can send a flyer to the captains about the golf outing. 21 Double Down had 20 participants and Sensational Soup had 33 attend and had a net of \$100. Everyone is paid for the Atlantic City trip and Four Winds had a good trip. We have the first proof of the summer brochure and will be delivered the first week of May. We will have the Elliptical repaired since it is making a noise. We hired a new building supervisor for the CN building for a few nights a week. Staff on health insurance we able to take advantage of the PDRMA wellness screening. The Blackhawk Buffet for the luncheon was nice. We are working on booking the bands and it has been difficult booking them on a Tuesday this year since they are booked already. We will have a high school band on July 31. We ordered 100 pounds of catfish to be delivered within 10 days prior to the Fishing Derby. Last year we ordered small fish which will be every two to three years. Texas Roadhouse is giving us 500 free meals for the kids so we will use them for several special events. All Around Amusements will provide the rides for the Street Fair and Fall Fest and he wants to break even. We will keep the ride money collected and we will still pay \$4,500 for the rides. We may charge more for rides to \$3 a ride.

### **ADMINISTRATIVE REPORT**

We just started preschool registration and have many students in the morning. Burbank Park District said their preschool enrollment is low and asked about some ideas and we told them about mini school and before and after care. Our mini school is doing well. Ms. Muth asked if the commissioners wanted to go to the dance recital on May 20<sup>th</sup> and needs to know by next week. She went over her conference report and mentioned that if someone was texting during a board meeting that they can ask for every text message on your cell phone. Director Fullerton said that is correct even if it is not the same subject and they can go back many years. Usually it is a certain hot topic that prompts the request.

### **TREASURER'S REPORT**

Commissioner Guisto moved, second by Commissioner Morgan to approve Claim Ordinance 752. Ayes: Guisto, 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 February 28, 2018. Director Fullerton said we have two CD's and will roll over both of them for one year. Commissioner Morgan moved, seconded by Commissioner Guisto to approve the Operating Statement for February 28, 2018. Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved.

## **DIRECTOR'S REPORT**

### **HVAC Bid and Professional Service contract:**

Doornbos was the lowest bid at \$97,800. Two other bids came in at \$105,000 Amber Mechanical and \$168,000 National Heat & Power. Commissioner Morgan moved, second by Commissioner Guisto to award Doornbos Heating & Air Conditioning LLC \$97,800 for the Krueger Park HVAC project. Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved.

### **Memorial Park and Prairie View Park:**

A schedule was provided for design to construction. We are still not finished with the AIA contract for the architect. Upland Design will attend the April 9<sup>th</sup> (not March 12) Board meeting and show the designs and the playground equipment boards for Memorial Park, Prairie View Park and the alternates which are for the Martin Park drinking fountain and the removal of Krueger Park's volleyball with the replacement of picnic tables and a fabric shade structure. At the May 14<sup>th</sup> Board meeting, will be the approval for the construction bid to hire a contractor. The construction will begin in late May and should be finished by August 31.

### **Fitness Center WiFi:**

Fitness center members can get WiFi from the Fitness Center and the password is hhp9100 for the public.

### **PDRMA Path Tax Withdrawal:**

Employees of the park district are able to participate in the PDRMA's Path program and receive up to \$400 a year. After the 2017 PATH program, PDRMA announced when they would be sending out the reward gift cards and that each district will have to take out taxes from the employees that participated. On the February 28<sup>th</sup> paycheck, is when the employees were taxed and for anyone who received \$400, the tax was between \$98 to \$146 depending on their deductions. Paylocity had to add a code to the payroll software which was a little tricky but we figured it out with them. PDRMA sent a check for \$215.73 for the employer taxes. Staff were upset that they didn't know until after the program was over and some were counting on the \$400.

### **Meal Breaks:**

The commissioners asked about the Illinois law for meal breaks. An employee who is to work 7 ½ hours or more shall be provided a meal period of at least 20 minutes (federal law is 30 minutes). The meal period must be given to an employee no later than 5 hours after beginning work.

### **2017 Pepsi Concessions Report:**

The Pepsi commission for 2017 was \$9,860, 2016 was \$10,987 and 2015 was \$9,725. The profit/net revenue was \$3,538 in 2017, \$4,547 in 2016 and \$4,001 in 2015. In 2017, we purchased 235 cases, 265 cases in 2016 and, 260 cases in 2015. The skate park machine was damaged in July 2017 and not brought back so that reduced the revenue and case count. Gross revenue for the skate park machine was \$2,181 in 2016 and \$959 in 2017 so it is a significant loss in revenue.

### **2017 Utility Comparison Report:**

The following is comparing 2016 to 2017 utilities: **Phone** – usage increased by 1%, total dollars increased by 44%, **Water** – usage decreased by 122%, total dollars decreased by 3%, **Gas/Heat** – usage increased by 8%, total dollars increased by 12%, **Electric** – usage decreased by 7%, total dollars decreased by 1%. There was an increase in the phone due to AT&T contracts increasing. Water decreased by \$161. Water usage decreased

compared to last year because of a leak at Prairie View Park in 2016 however we are not charged for water at the parks for drinking fountains and not for Prairie View's sprinkler system. Gas increased for all facilities due to the very cold temperatures in December. Electric decreased by \$2,000 and so did the usage.

**Disposal of Assets:**

Commissioner Morgan moved, second by Commissioner Guisto to approve ORDINANCE 2018-322 AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OF SURPLUS PROPERTY DISPOSAL OF 5 BLUE MATS AND 12 TOT CHAIRS. Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved. Items will be sold at the April 7<sup>th</sup> park district garage sale.

**Vandalism and Incidents:**

On Monday, February 26, Mr. Murphy noticed dents in the west warehouse door to the Maintenance Facility. It has been reported to the police and they have received the security camera video from the CN building. Cameras will be added and mounted on the Maintenance Facility for a cost of \$1,500.

On Tuesday, February 27, during preschool morning dismissal a child ran out of the preschool room and into the park. Children can't get the second (glass) door open so the child must have run out as a parent was leaving with their child. It was also picture day so it was a busy day. The teachers will make sure both teachers watch the children during dismissal and always stay in the room.

**Weather Closing Policy:**

Commissioner Guisto moved, seconded by Commissioner Morgan to approve the following statement, "The Executive Director has the authority to close buildings during inclement weather emergencies and power outages." Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved. It will be added to the policy manual in Section 6 under Executive Director.

**Miscellaneous:**

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

**Transfer of funds:**

There will be two transfers of fund ordinances.

This is in regards to the Ordinance we passed in November for the \$222,000 for the Kasey Meadow project. It occurred to Director Fullerton that the law says we can only transfer 10% of the appropriation of "such" fund. We have never had a transfer of this amount. After the Krueger Park building was built the transfer was \$75,000 to \$100,000 for a few years. So she called our attorney and we both read it as one fund so 10% of the recreation funds appropriation amount. The appropriation amount of the recreation fund was \$1,537,400 and the total appropriation for all funds was \$4,586,500 for the fiscal year 17/18. So, we are only allowed to transfer \$153,000 to the capital fund for the Kasey Meadow Park from one fiscal year. If it were the entire appropriation amount then we would have been ok with the \$222,000. Our attorney helped us with the wording for the new ordinance which will repeal the 2017-317 transfer of ordinances and the new ordinance 2018-323 will be for \$122,000 and then next fiscal year we will transfer \$100,000. Commissioner Morgan moved, seconded by Commissioner Guisto to approve ORDINANCE #2018-323 AN ORDINANCE REPEALING ORDINANCE #2017-317 AND TRANSFERRING CERTAIN ANTICIPATED UNEXPENDED FUNDS BETWEEN

CERTAIN ITEMS OF APPROPRIATION SET FORTH IN THE COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018. NOW THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Hickory Hills Park District of the County of Cook and the State of Illinois. Section 1: The foregoing recitals are incorporated in and made a part of the Ordinance: Section 2: Ordinance #2017-317 is hereby repealed in its entirety. Section 3: That certain anticipated unexpended funds in the Recreation Fund, in the total amount of \$122,000.00 are hereby transferred to and appropriated for the items indicated as follows:

CAPITAL IMPROVEMENT FUND-Misc. Income \$122,000.00. Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved.

This transfer of funds is to eliminate the negative balances in the special funds. Commissioner Guisto moved, seconded by Commissioner Peterson to approve ORDINANCE 2018-321 TRANSFERING CERTAIN ANTICIPATED UNEXPENDED FUNDS BETWEEN CERTAIN ITEMS OF APPROPRIATION SET FORTH IN THE COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018. NOW THEREFORE, IT IS HEREBY ORDAINED by the Board of Park Commissioners of the Hickory Hills Park District of the County of Cook and the State of Illinois. Section 1: The foregoing recitals are incorporated in and made a part of the Ordinance: Section 2: That certain anticipated unexpended funds in the Corporate Fund, in the total amount of \$206.00 are hereby transferred to and appropriated for the items indicated as follows: AUDIT – Audit expense \$206.00. That certain anticipated unexpended funds in the Recreation Fund, in the total amount of \$4,648.81 are hereby transferred to and appropriated for the items indicated as follows: WORKER’S COMPENSATION – premium expense \$2,174.76, NSURANCE – General liability expense \$2,659.04. Ayes: Guisto, Kosnick, Morgan, Peterson. Motion approved.

**Budget Ordinance:**

Commissioner Peterson moved, seconded by Commissioner Guisto, to approve ORDINANCE NO 2018-320 AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2018 ENDING APRIL 30, 2019. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

Commissioner Morgan inquired about the procedure for the open position. Director Fullerton said the commissioners will have to appoint someone. Commissioner Guisto said April will be her last board meeting.

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

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

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**Secretary**

**ATTEST:**

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**President**