

BOARD MINUTES
March 13, 2017

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on March 13, 2017 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

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

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

APPROVAL OF MINUTES

Director Fullerton gave the commissioners some revisions of both closed session and regular minutes.

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes February 13, 2017. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve the minutes of February 13, 2017 Closed Session content only. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

SECRETARY'S REPORT

No mail at this time.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

The Illinois Department of Labor inspected the district's giant slide and monster truck bounce on February 7. We inflated both of the attractions in the maintenance facility and both inflatables passed the inspection. The new permit is valid until December 21, 2017. The red benches at Memorial Park by the playground were faded and needed to be replaced. Last year we saved the best two sets of benches from Kasey Meadow's splash pad and installed them at Memorial Park. The skate park will be opened for the season April 1 and we replaced four pieces of skate lite. Steve Makropoulos (auxiliary police officer) will be shutting the skate park down at dusk again this year.

Krueger Park Hot Water Heater Approval

Krueger Park's hot water heater is 21 years old and is at the end of its commercial life expectancy. Prices to replace and install it are as follows:

- C.J. Erickson Plumbing \$12,435
- Tri-County Plumbing \$11,450
- Doornbos \$11,143

Mr. Murphy asked about an energy efficient tankless hot water heater and he was told that we would have to add holes in the roof vent and if you need hot water to wash your hands it would take three times longer for the tankless one. The price would be very close for either one. We don't have to close the building, just the walking track because when they install it we will still have cold water.

Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to approve the purchase of a hot water heater with Doornbos for \$11,143. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

Spring Schedule

- Tennis courts and lights will be operational April 1.
- Skate Park will be opened April 1 (weather permitting).
- Volleyball courts open April 15.
- Drinking fountains will be turned on by May 1.
- Thorguard System (lightning detection) will be operational April 1.
- Martin Park's water fall will be operational by May 1.
- Ball fields will be dragged (weather permitting).

Krueger Park's gym bathrooms were stripped and waxed. Tri-County Plumbing repaired a shower in the men's locker room. Sixteen miscellaneous signs were replaced throughout the parks.

Commissioner Kosnick asked if they replaced the stone at the outdoor walking track. Director Fullerton said not yet but they will and they have some restoration to do prior to pouring asphalt. We should be starting the construction back up the first week of April. A letter was sent to IDNR for an extension to June of 2018.

RECREATION REPORT

We saved money on several purchases and supplies at the January conference. There were some good sessions on drones, transgender and retirement options. There was one on marketing and we will be looking at sending our brochure to specific addresses which will cost more instead of bulk mail. Many residents don't get the brochure at apartments and some houses. Commissioner Jerantowski asked if we know which houses don't get the brochures. Mr. Maier said we get calls and then he calls the post office and he drops them off at their house too. Both mailmen give us the extra brochures.

We met with the carnival company to go over more details. We ordered the portable toilets and will confirm the auxiliary police and give the carnival company the email to send the background checks to the chief. All the major (12-14) rides will be at the bottom on the hill and we will have programs going on and the building will be open the entire time. He will have small rides on top of the hill in the parking lot so half the lot will be used and if it is too wet at the bottom then he can run the (6) rides at the top of the hill. There will be portable toilets at the bottom and the top with washing stations. Director Fullerton said handicapped parking will be blocked off at the top so we will have handicapped parking on the hill near the bottom. Dance parents will receive an email that the front lot will be closed off but they can park by the splash pad. The carnival company will have personal vehicles' parked by the skate park and two semi trucks will be parked in the west/retention lot at Martin Park. Mr. Murphy said nothing will be parked in the Maintenance Facility lot because their setup begins on Monday and we need to get trucks and equipment out. Mr. Maier said the carnival company will put down mulch if it is wet however the maintenance staff will have to rake it out after the event. Commissioner Morgan asked if they will set up any fences. Director Fullerton said no fences because they will have wrist bands and tickets taken at the rides so you don't have to worry about someone sneaking in.

There were 52 people at the Teen Mixer. The recreation assistant ran the event. We are looking at a different DJ to change it up. Mr. Sanchez said the DJ works at Conrady and said the school hired him to do dances at the schools now very similar to our music dances and they had one the following week at Oak Ridge School. They are doing more dances so now we have to make sure ours is not at the same time.

The Myrtle Beach trip is ready to go and we will meet on April 10 at 6pm to go over the itinerary.

Percentages of programs were in the Board packet. If we meet the minimum it is 3-4% especially a trip. Commissioner Jerantowski suggested a non-resident rate for trips and to charge \$10 more like other park districts but it is up to staff. Director Fullerton said we were worried about charging too high because we get so

many non-residents and we need the trips to go. Maybe we look at a \$3-\$4 difference instead of \$10. Commissioner Jerantowski said \$5 would be ok. Mr. Maier said some of the trips are \$25 and could see that if it was an \$80 trip. He will change them in the fall. Commissioner Kosnick said a small increase because we are a small community. He hears that our trips are organized, on-time and clean. Director Fullerton said we don't cancel them either. Ms. Muth said she hears they are planned very well. Commissioner Jerantowski said to look at how far they are coming. Mr. Maier will have the breakdown of the next few trips in the April report. Director Fullerton said many employees received large raises to try and bring them up to \$10 per hour so we have to increase the fees of our programs. Mr. Maier said the violin teaches on Saturdays and Sundays and Monday and Tuesdays she comes in because she has a long wait list. Commissioner Jerantowski asked what time she teaches on weekends. Mr. Maier said 8:30-5:00pm and sometimes earlier and later to make up lessons and there are a few little breaks between.

Total Workout is going with seven people but we are losing \$11. Mr. Maier said he talked to the class and told them if we don't have the minimum of 10 we will be canceling in the future. There won't be a class this summer and in the fall we are thinking of reducing the minimum. The teacher lives in Orland and doesn't want to come out here if the class is canceled at the last minute. The Thursday class will be canceled if they don't register tomorrow. Director Fullerton asked what they said when you said we could reduce the minimum but increase the rates instead of canceling. Mr. Maier said that Marcia Troy said you just did that. He said the minimum was 14 people and when you reduce the minimum the price has to go up and they are not even getting 10 which is the minimum now. Commissioner Jerantowski asked how many to break even. Director Fullerton said eight. This is the last time we will have it at seven and lose money. We told them no and she asked for the phone numbers of the participants and teacher and we don't give that out so the recreation assistant called the participants to get them to register. Even 12 years ago Total Workout only had 10 and then we moved them to KP because the demand for dance was so high. Commissioner Jerantowski asked if we have Pilates and Mr. Maier said no it is PiYo now which is Pilates and yoga. For the first class only five showed up out of the seven people for Total Workout. Commissioner Jerantowski asked when the personal trainer works. Mr. Maier said mornings or afternoons but she will work around your schedule and she charges \$33 per hour.

The Garage Sale has seven or eight so we will call the participants since we had over 20 last year. We do that all time with making phone calls.

Mr. Sanchez said the conference was a wonderful opportunity for training. One of the sessions was on bullying and we can use it in the After School program. The second session was on 1,000 visitors in the park and getting more participants. It was a panel of several park districts that spoke and will be helpful for the carnival. The third session was for volunteers in the park program and had some new ideas especially recruiting students. Director Fullerton said she would like to speak to the 11-12 year olds on the first day of camp to coach them into being mentors because she was told in the camp focus group last year that a 12 year old boy was a bully and we can't have that. She explained to him and all the kids that you can move up to be a CIT and then an employee and many of these 12 years olds have been in our camp since they were five.

ADMINISTRATIVE REPORT

Registration for preschool has begun and slowly coming in. We are expanding After Care from 3:15-4:15pm and researching before care for children in afternoon kindergarten. Director Fullerton said the gross revenue for preschool has increased by \$20,000 from last year. We added After Care and have five consistent children. Also, preschool in the afternoon has increased from last year and we didn't see these registrations coming in until a few weeks prior to the beginning of preschool so both teachers are working all day. We can have a maximum of 24 kids in the room at one time.

The Butter Braid Fundraiser for dance is ending today and they have sold 248. We will have to pay a \$60 delivery fee if we don't get another 50 sold. We can use money from the cookie dough profit to pay for this

delivery. She asked the commissioners if they are interested in dance recital tickets. Commissioner Jerantowski will call Commissioner Guisto and let us know which show they want to go to.

Conference sessions were good and she attended one on the Open Meetings Act, Budgets, Levies and Bonds and FLSA. She learned some new things and was confident in some of the things we do with financials. They explained that even salaried employees have to fill out timesheets.

TREASURER'S REPORT

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve Claim Ordinance 740. Ayes: Jerantowski, Kosnick, Morgan. Motion approved. The Invoice/Memo report was included in the board packet for a further explanation of the check register. Commissioner Morgan made note of the Investment Report February 28, 2017. The interest rates with First Midwest Bank have increased since we were with Standard Bank. Byline Bank also quoted rates which were slightly lower than First Midwest Bank. Also, currently we are not paying any fees to First Midwest for one year and that was the same agreement with Standard Bank. Commissioner Jerantowski moved, seconded by Commissioner Morgan approve the Operating Statement for February 28, 2017. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

DIRECTOR'S REPORT

Kasey Meadow Park Construction Project:

Construction should resume the first week of April.

Dump Truck Bid Approval:

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the 2017 FORD F-350XL CHASSIS DUMP TRUCK purchase with Freeway Ford for \$46,046 and \$8,253 for the trade in.

Ayes: Jerantowski, Kosnick, Morgan. Motion approved. Mr. Murphy said the trade is the 1996 dump truck and has 60,000 miles on it.

Krueger Park Modular Gym Floor Bid:

The bid for the Krueger Park Modular Gym Floor was included in the Board packet. The bid notice will be placed in the Daily Southtown 7-10 days prior to the bid opening on April 5, 11am with bid approval by commissioners on April 10. The budgeted amount is \$80,000. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Krueger Park Gym Floor bid so we can pursue a bid for purchase. Director Fullerton said we will be \$3,000 over budget for the legal expense because of the gym and truck bids, the bond and the special recreation levy.

Lead Testing of Water at CN:

As of January 17, 2017, the Lead Testing Law took effect requiring schools and day care centers that are licensed through DCFS to test for lead in drinking water. Even though we are not licensed we had the water tested on the drinking fountain and also the preschool kitchen's faucet since we use that water to make lemonade. Two kits were purchased at \$40 each from Suburban Laboratories. This is the same company that public works hires to test the water (outside) in Hickory Hills. The test did not detect lead and that is down to 5 parts per billion.

Janosik Banquets Parking Lot Use:

Teresa Nowobilski from Janosik Banquets called Director Fullerton on Wednesday, February 15, asking to use the parking lot at the CN Center/Kasey Meadow Park because of a large banquet on Saturday, February 18. When she called she mentioned that people from the park district events park in their lot. Director Fullerton told her she can't control that but she can put up signs that say it is only for banquet hall customers and tow cars if they want. She said they have many customers from the area that come to the banquet hall and they don't want to do that. That is when she requested to use our lot from 6:30pm to 2:00am. Director Fullerton allowed it, at no

charge, for this time and we notified the police because of parking after dusk. There were no problems. She asked about a date in July. She told her it depends on if we have a splash pad rental because even though the splash pad will be closing at 6:30pm we may have a rental until 8:30pm and asked her to call two weeks prior to the rental. Also, we have to be careful because we don't want to receive complaints that people can't get into our lot to use the park. In the past, she has received calls from neighbors wanting to use the parking lot off of 82nd Avenue and she has allowed it as long as there is no ball games but haven't issued permits since it is a first come, first serve and let them manage that on their own meaning leave prior to when it gets dark. Commissioners agreed to allow the executive director to approve it as requested from Janosik Banquets and no charge is fine since our patrons use their lot for special events.

Fitness Center 2015/2016 Bottom Line Report:

The fitness center bottom line net revenue was \$23,176 in 2016, \$32,277 in 2015 and \$43,244 in 2014, \$51,745 in 2013 and \$49,469 in 2012. There were a total of 632 members in 2016, 714 members in 2015, 796 members in 2014, 815 members in 2013 and 896 members in 2012. We opened the new fitness center in 2011. The members include the fitness center, walking track, Hydro Massage, daily passes, open basketball and personal training. Open basketball decreased in net revenue by \$594 for a total of \$4,908, \$5,502 in 2015, \$5,459 in 2014, \$7,544 in 2013 and \$7,558 in 2012. Part of this decrease is because we have less hours due to the after school program. The walking track revenue decreased by \$665. It was \$3,212 in 2016, \$3,878 in 2015, \$3,501 in 2014, \$3,629 in 2013 and \$2,747 in 2012. The locker rental revenue increased by \$30. The fitness center guest pass revenue last year was \$2,386 and this year it was \$2,574. The expenses decreased from this year at \$39,095 and last year it was \$46,422. Gas decreased by \$7, electric increased by \$200 and water increased by \$63. The fitness center shares utility costs with the entire recreation center based on the size of the fitness center. Kristen Hass personal training expenses were \$2,536 and last year it was \$5,419 because she didn't have as many clients. Postage increased because we went back to sending out reminder post cards of their membership expiring since memberships has decreased. We purchased a new rowing machine in 2015 for \$1,160. The Hydro Massage Chair was purchased in 2016 (approx. \$20,000) so you will see year one of 15 years on the expense report. Repairs to equipment increased from \$746 to \$2,800. Many of the repairs are for the older strength pieces and various other parts for the equipment purchased in 2011 for the new fitness center. There is a separate zip code report for the fitness center which is similar to the one shown to the commissioners in the past for park district programs. The report shows the total membership is 71% from Hickory Hills, 13% from Palos Hills, 10% from Burbank and 7% from Justice and the rest from various surrounding suburbs. There were 453 members from Hickory Hills and last year was 490.

2016 Summer Bottom Line Report:

In the Summer 2016 Bottom Line Program Report it shows an 8% decrease in the bottom line net revenue. The net revenue was \$52,722 in 2016, \$56,836 in 2015, \$54,780 in 2014 and \$48,607 in 2013. The number of classes was 109 versus 119 in 2015 however enrollees increased from 2,071 in 2015 to 2,100 in 2016. Program areas that had increases were; concerts, trips, camp and Great America tickets. The concert increase was from having four concerts versus five. Trips increased from the three casino trips versus only two the previous year. Also, we had two baseball trips that did well. Camp increased 3% from Full Day camp enrollees which were 427 in 2016 versus 215 in 2015. Also half day camp and extended camp had increases in enrollees. Sunset/Sunrise Camp and Camp Bunch of Fun had decreases. The following programs had decreases; special events, adult, contractual, youth, teen and dance camp. The decrease in special events was mainly from the Street Fair gross revenue which was \$1,638 in 2016 and \$2,243 in 2015. Adults had a decrease in women's and men's softball however Zumba increased. Contractual programs decreased in Karate and Gymnastics however guitar saw a large increase from three students to eight students. We get many compliments about the new guitar instructor from Palos Music and he teaches at his location. Tot programs had a 46% decrease in all programs and 10 less participants in Jr. T-Ball. Youth had a decrease from soccer, volleyball, hockey, hoops and piano and decreases in birthday parties, girls' softball and tennis. Dance camp had a 9% decrease which

was \$386 from all dance programs offered in the summer. Senior programs were about the same with increases in bingo, Dominoes, Easy Does It and decreases in Yoga, Pinochle and Rummy.

2016 Utility Comparison Report:

Attached is the utility comparison report showing the increase/decrease in usage for 2015 and 2016. This report includes usage and dollars spent.

The following is comparing 2015 to 2016:

Phone – usage decreased by 23%, total dollars increased by 6%

Water – usage increased by 400%, total dollars increased by 90%

Gas/Heat – usage decreased by 11%, total dollars decreased by 9%

Electric – usage decreased by 7%, total dollars increased by 9%

There was an increase in the phone due to adding Uverse for WiFi and increasing the speed. At CN we can get WiFi in the preschool and dance room and we will be adding WiFi to the lobby which will cost \$300 for the box and installation/labor. You can connect to the splash pad through the preschool room. At KP you can get it in Activity Room A&B. Water increased significantly from \$2,700 to \$5,150 because of the splash pad (\$2,299) and the cost for water increased. Prairie View usage increased however we are not charged for drinking fountains. We discovered a leak in the fountain at Prairie View in late 2016 and will be repaired in 2017. Gas decreased for all facilities except the Maintenance Facility which was the same. Electric increased by \$2,921; \$1,266 was from the splash pad and the rest from our rates going up from .05345 to .06022 kwh.

VEBA/Health Savings Account Plan:

The commissioners asked if PDRMA offers a VEBA plan or an HSA and they do not. We have an HRA which is a benefit to the employer because our deductible is \$1,500 and the HRA is \$1,000. So if an employee goes over their \$500 deductible for the year, HHPD would pay the additional \$1,000 deductible. They do not offer an option of a VEBA plan or Health Saving Account. Also, there was a previous discussion about Social Security and Medicare. Director Fullerton said she looked at her last social security statement from 2014 and it says her full retirement age is 67 years old and there is a reduced amount if she collects social security at 62 and her calculation showed it was 44% lower at 62. It also says she earned enough credits to qualify for Medicare at age 65. It doesn't say there will be a fee, however, the seniors she has spoken with said there is a fee and they are paying \$120 to \$350 per person depending on if they are on disability.

Food Service Sanitation:

On February 22, Director Fullerton said she attended the food service sanitation class and passed the test. Angel Sanchez, Recreation Assistant was certified in 2016. Each employee and volunteer that serves or handles food will be required to read the page that was included in the Board packet and sign an in-service form provided by their department head prior to serving food in the concession stand and at our events. Anyone who is cutting fruit or vegetables for any of our programs has to wear a hat.

Vandalism and Incidents:

On Monday, February 20, the maintenance employee who worked weekend coverage said that someone broke the branches on half of a tree over the weekend at Prairie View Park. Director Fullerton said she checked the cameras and the branches were broken prior to that weekend.

Miscellaneous:

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

There were some comments from Mayor Howley in an article about the carnival and he said he didn't have any concerns because he has seen how you and your crew have run many successful events and you are professionals.

Former Commissioner, Walter Potacki passed away in late February. He was a Park District Commissioner in 1961 when the park district was first formed to 1964 and also 2007 to 2015. We will be placing something in our summer brochure with his picture and years of service. Director Fullerton suggested bricks with the beginning and ending years of service of commissioners at Memorial Park when that park is renovated. There is a plaque with years of service at the CN Center and maybe we can put another plaque at Krueger Park.

Budget Ordinance:

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve ORDINANCE NO 2017-314 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, 2017 ENDING APRIL 30, 2018. Ayes: Jerantowski, Kosnick, Morgan. Motion approved.

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

The meeting was adjourned at 8:45p.m.

Secretary

ATTEST:

President