

## **BOARD MINUTES**

**May 14, 2018**

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on May 14, 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. Commissioner Guisto resigned as of May 11 due to moving out of Hickory Hills.

Also present were: Jennifer Fullerton, Executive Director, Dan Maier, Recreation Director, Jim Murphy, Maintenance Director and Tammy Muth, Administrative Assistant. Residents; Diane Janisch, Ramon Letkey, and Alyssa Potacki.

### **ORGANIZATIONAL MEETING AND ELECTION OF OFFICERS/APPOINTMENTS**

Commissioner Kosnick moved, seconded by Commissioner Morgan, to appoint Commissioner Peterson as president. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Morgan moved, seconded by Commissioner Kosnick, to appoint Commissioner Jerantowski as vice president, acting secretary and acting treasurer. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to appoint Commissioner Morgan as secretary/treasurer. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Jerantowski moved, seconded by Commissioner Morgan to appoint the following: official newspaper as The Reporter; Robbins Schwartz, attorney; Knutte & Associates, P.C., auditor, Ethics Commission members as Jo Carol Sullivan, Jeff Michaels, and Deborah Grad. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to approve board meeting dates as listed, with the change from the second Monday in October to October 15 due to the holiday. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to adjourn from the organizational meeting at 7:04pm. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

### **APPROVAL OF MINUTES**

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes of April 9, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve Closed Session minutes of April 9, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson.

### **SECRETARY'S REPORT**

Nothing at this time.

### **PUBLIC COMMENT REPORT**

There were several residents that attended that are interested in the Board seat. Director Fullerton said it is not a paid position and this seat is up in 2019 so you would have to run in the election for the commissioner position. The commissioners are required to attend one Board meeting per month and attend some special events. Director Fullerton will provide some training. Alyssa Potacki said she lives in Hickory Hills and was involved with soccer and a lot of different activities and assisted my grandfather Walter Potacki who was on the Board previously and I work at AERO Special Education with their students and have worked there for three years. I would like to a part of the community and like helping other people. Diane Janisch said she has been a resident for 34 years and her son John went to preschool here and was involved with park district activities. I have a

granddaughter and she is active with the park district and I attended the focus groups for the new parks. I am a SIP assistant with Bridgeview Elementary School and do everything that an assistant principal does since there isn't that position anymore. I am the Vice President for my union council and have done that for 15 years and the Board rep for the local union. I work with special needs children at school. I always thought about volunteering for my community and thought I would do that after I retired but then an opportunity knocks on the door. I would like to help other people. Ramon Letkey said my volunteer work goes way back with the group who changed Hickory Hills from the Village to a City. I volunteer with the park district now and help with senior luncheons. I am a Eucharistic Minister for St. Patricia's and count money and I am with the Holy Name Society and help the City at the beer tent on Saturday and Sunday. I volunteer my time at the Community Center and live across the street from Martin Park and see a lot of things that go on there. My favorite job is sending 30-50 packages to the troupes per month. I have been retired for 23 years. Commissioner Kosnick said there was another candidate interested and that was Russ Lindeman from Par Towing. Commissioner Peterson and Commissioner Morgan didn't know him. Commissioner Kosnick said he is active in the community and participates in everything and donates a lot to the Holy Name and is a retired policeman from Hickory and was born in Hickory and retired at 50 years old and most people know him and is a good candidate. Director Fullerton said the commissioners will go into closed session to discuss the candidates and make a decision this meeting or wait since it is up to the commissioners to decide.

### **MAINTENANCE REPORT**

First Impression Inc. will be filling the cracks in Kasey Meadow's basketball court and inline hockey area for \$3,400. The Krueger Park basketball and tennis courts are \$2,350. The total is \$5,750. The fields were dragged and the fencing and bleachers were inspected. The windscreen and flexible fencing for Martin Park's ball fields will be installed during the month of May. Steve Makropoulos (Auxiliary Police Officer) did fine closing the skate park at dusk. We began cutting the parks April 30<sup>th</sup>. I plan to over seed the district's soccer fields and around Kasey Meadow's pathway when we restore the turf after the carnival. Everything is running well on the splash pad. Krueger Park's parking lot lines will be restriped this Sunday. The patrons using Krueger Park that day will have to park at Glen Oaks. Cost is \$800 (2<sup>nd</sup> quote was \$1,210)

The following are park repairs

#### **Marty Ptacek Park**

Side by side slide – Has a crack – Cost \$1692.19

8 swing hangers – Worn – Cost \$440.00

2 bucket swings and chain – Worn – Cost \$598.00

2 strap swings and chain – Worn – Cost \$480.00

Kasey Meadow is a Jax that will be replaced under warranty.

#### **Doug Osborne Park**

2 strap swings and chain – Worn – Cost \$480.00

### **RECREATION REPORT**

The scoreboard has been installed. The time of day stays on and then we turn off the breaker at the end of the night. Progressive Rummy had 32 people attended. The last senior luncheon is tomorrow called Tuesday Tacos and 115-120 people for it. The Fishing Derby had a nice crowd and the largest fish caught was a 28" Catfish and was a maintenance employee who caught it. There were 15 Catfish caught that were 18" or longer. The events had a loss of \$250. The Atlantic City trip went well and we will look into what trip it will be next year and the participants from the last trip will vote on it. There are two Four Winds trips; one in South Bend and one at New Buffalo, Michigan. South Bend doesn't have table games. The brochure had some upside down pages and it was less than 12 for the 7,400 that was printed.

The Carnival ended yesterday and considering the weather, rain and cold the ground held up pretty good. The ground was dry before they set up so they got all their equipment in there. There were some incidents. AAA had a complaint about wrist bands falling off. They test those wrist bands and have kids wear them for weeks so

they are battle tested. They don't just come off. Mr. Maier said there was an incident wear the lightening detection went off and I wasn't the fan favorite and closed the rides and games down. It was a 25 minute delay. Angel had an incident with one of the games. It was about any prize versus particular ones. There was an 11 year old that knocked over the water station and was damaged and one of the carnival staff saw it since he was parked there. The mom was very upset. The court date is June 5. Director Fullerton said she had a patron drive fast out of the front parking lot because he was upset with his mom but he calmed down and we let him stay at the carnival. Also, we had to kick someone out because he was sneaking on the rides and the carnival staff pointed this out. The neighbor on 91<sup>st</sup> Place asked for us to put cones in front of the fire hydrants so we did that right away and wanted to ask if we can close off one side of 91<sup>st</sup> Place. Sunday was the best day for revenue. Saturday was the worst day. John Gino's had a booth to serve food (hamburgers, pizza and soda/water) and gave us \$500 and possibly another 10% of sales if they did well. Director Fullerton said the carnival is a lot of preparation ahead of time and at least one employee was there for each shift and we picked up garbage. AAA brought up the grass restoration Saturday night because he said the grass is fine. She said they have to wait until all the equipment is pulled out from the grass. Last year we all lost a lot of money on the grass restoration including the landscaping company and the park district. We were going to hire the same landscaping company back again but then they said no thanks unless it was \$3,500. AAA was upset about the weather and complained Saturday night and she said there is nothing we can do about the weather. In the end he said to keep the \$5,000 for the grass restoration for the carnival and anything left for the Street Fair since they are bringing in rides again. Revenue is about the same as last year and asked Mr. Maier to put in his report a comparison of each day's revenue totals. Commissioner Morgan asked how many people attended. Director Fullerton said we can provide the number of tickets sold and wrist bands but not how many people. Mr. Maier said Tiger still tried to sell ice cream on Sunday even though the street was blocked off. He was blocking the street Thursday night and Jeanette had to ask him to leave and not block the street. We had special needs at the carnival from 3-5 and we had a nice turnout and it is nice that AAA does that for the free rides and gave out free popcorn. Director Fullerton said we had two bus/van groups come with 10-15 people. SWSRA had a table and sold raffle tickets. Mr. Murphy said we had to clean up each morning for 3.5 hours Saturday and Sunday and cleaned the parks and building. The grass is better compared to last year and our maintenance staff rolled it today and then next we will fill holes and irate it from the compaction of the equipment from the semi's. We will slit seed it and water it. I had no run ins with the carnival owner and they were flexible and are hard workers. Commissioner Morgan said the carnival is for another two years and is it on Mother's Day weekend? Director Fullerton said yes next year but in 2020 it is a week later. Mr. Maier said it is next year. Director Fullerton said we have to look at the contract. We asked AAA for a warmer weekend but have to stay away from the Street Fair. She asked the City and they thought it was be too much and selling concessions was an issue. Commissioner Kosnick asked in reference to the Fishing Derby was there any problems with catch and release. Mr. Maier said no problems with that. Commissioner Peterson said the employee that caught the largest fish gave his prize to a young kid and it was a fishing pole. Director Fullerton said he also won a raffle prize and gave that away. Mr. Maier said he will not be at the August Board meeting but Angel will attend. The Pizza Tasting was a sell out and gave away 8-10 gift cards and did not run out of pizza and around 125 people were there. Grand Bingo is Saturday.

### **ADMINISTRATIVE REPORT**

Preschool went to Orland Bowling Alley for their preschool trip this year since the carnival was here. The Farewell program is next week on Monday and Tuesday and then it is done for the season. The dance dress rehearsal is Thursday, picture day on Friday and the recital on Sunday. The competition team has events this summer. The dancers did very well at state. Skyler Harrison won best overall. At one of the national contests they have given her the opportunity, at a company called Rainbow, to come to New York to train with professional dance instructors for the Joffrey Ballet. Splash Pad employees for this summer are Gianna, Maddie and Kasia.

### **TREASURER'S REPORT**

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 754.

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. Commissioner Kosnick asked about check #34959 \$11,821.76 and #35022 to PDRMA \$12,800. Director Fullerton said they are two separate bills because of the way it fell and it is a monthly bill. Ms. Muth said sometimes we get it just prior to the end of the month and some right at the beginning of the month. Commissioner Kosnick asked why it is a difference of \$1,000. Ms. Muth said it is the HRA for Health Insurance. There is a \$500 deductible and the park district picks up the other \$1,000. It is per employee. Director Fullerton said it is \$12,000 more if you don't have the HRA. So, you take a chance if they will use it or not. It is based on going over the \$500 deductible. So the employees only see the \$500 deductible. Once the employee goes over \$500, the district has to pay up to \$1,000 per person. I keep track of the HRA and last year we spent \$3,000 for the HRA and this year around \$1,500 but it is not \$12,000. Commissioner Kosnick asked about check #34956 Oak Lawn Park District \$1,944 for soccer league fees. The question is are we sending our soccer to Oak Lawn. Mr. Maier said it is a coop and we are charged so much per player to go into their league. We charge 15% more. So we might charge a resident \$95 and they charge us \$70 a person. They take care of awards, arena and referees. All the practices are over there too. Commissioner Peterson made note of the Investment Report April 30, 2018. Director Fullerton said the second page shows a total for cash and equivalent for what we have made. Next month, you will see a transfer of \$10,000 to go into our corporate interest fund. That is what we made in interest last fiscal year and there may be another transfer later in the fiscal year. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Tentative Operating Statement for April 30, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

#### **DIRECTOR'S REPORT**

##### **Memorial Park, Prairie View Park, Krueger Park, Martin Park Renovations & Bid Opening:**

Commissioners asked how large is the shade and picnic area at Krueger Park for the new picnic area. It will be 20 x 36 with just over 2000 square feet of concrete. The kite sails we are showing are each 30' square with just over 2500 square feet of concrete. The bids were due May 3 for the park renovation project. The lowest bidder is Innovation Landscape at \$361,968.35. The budget was \$429,217.21 for construction (\$460,067.21 Budget-28,000 architect fees - \$2,850 A/E fees). Rafael Hurtado will be the lead on the construction project. We worked with Rafael originally when he was with Fuerte Systems on the Woodland and Prairie View park projects and they were very good to work with and all other references checked out fine. Commissioner Kosnick moved, seconded by Commissioner Jerantowski to approve the bid of \$361,968.35 for Innovation Landscaping. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve payout #2 for Upland Design for \$11,191.27. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

##### **Marty Ptacek Lease Agreement:**

The lease for Marty Ptacek Park has been signed by School District 117 and will be for 20 years. There was a 25 year lease from 1987 to 2012 and since 2012 the lease has been one year because the school was trying to decide what to do with their land. Commissioner Kosnick asked why is it 20 versus 25 years. Director Fullerton said playgrounds usually only last 20 years at the maximum and we are replacing our parks at 18 years so that works out better for the renovation length of term. The 25 year term is too long and the school agreed.

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Marty Ptacek Lease for 20 years from May 1, 2018 to 2038. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**Court Repair Approval:**

The Kasey Meadow basketball and in-line skating courts and Krueger Park's tennis courts need the cracks filled. The repair for the KM two courts is \$3,400 and KP tennis court is \$2,350 for a total of \$5,750.

Commissioner Peterson moved, seconded by Commissioner Jerantowski to approve the court repairs for \$5,750 with First Impression Inc. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

**Electric Contract Renewal:**

Our electric contract with Direct Energy expires in October 2018. We have been looking at electric prices for six weeks with Brian from Alpha Energy who is our broker. There have been huge fluctuations from week to week with the electric pricing. We were paying .05938 to Direct Energy and now will pay .06348 to Agera for 36 months however the invoice will still come from ComEd. The cost increase comes out to approximately \$107 more per month (\$1,288 per year).

**PDRMA Review and Policy Manual Approval:**

We had our first Loss Control Review on April 20 for the Administrative Section. There were many changes to manuals and procedures. For the last review, the personnel manual had a full review from the attorney and since then as policies changed that is when they were reviewed by the attorney and updated. We also have a policy manual, which is more for Boards and the Executive Director, which was reviewed by our attorney this year. The changes are in yellow and 99% of the changes were recommendations from our attorney. Commissioner Peterson moved, seconded by Commissioner Morgan to RESOLUTION NO. 2018-1 RESOLUTION APPROVING AMENDED POLICY MANUAL. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

In the policy manual it said "Shall comply with completing an application for bonding in the amount of \$100,000." Director Fullerton said when she first started working here the district had a \$100,000 bond for the executive director and when she looked into it a few years later she was told that you have crime coverage through PDRMA and that will cover the \$100,000 coverage. When Director Fullerton asked about it this year, PDRMA said they do provide crime coverage however it is very broad and does not extend to the treasurer/finance manager for the district. Since Director Fullerton represents the district as the finance manager PDRMA said it was best to get the \$100,000 annual public official bond and the cost was \$475.

During the PDRMA review, PDRMA suggested getting a surge protection survey since we have so many power outages and lightning strikes in the area. Fitzgerald Lighting came out to do the inspection on the CN Center for a cost of \$500 (\$200 reimbursed by PDRMA). They didn't have any improvements for now because we have all of our computers and server on battery backups however they said we should purchase a surge protection system for our main distribution panel for electric coming from ComEd to our building. The cost would be \$7,750. Director Fullerton told PDRMA she would see if we could put that in the budget for the renovated building.

**Financial Audit:**

Work has begun on the annual financial audit. The management letters have been sent out. The audit is scheduled for June 6-8. Director Fullerton put all of our new assets, including the Kasey Meadow project we finished last year in AssetWorks. Once assets are entered then depreciation reports are generated for the auditor.

**Bond Yield:**

Director Fullerton called Kelly Kost from Chapman & Cutler about the bond yield to learn more about it since the interest rates are very close to the current bond yields. Kelly Kost from Chapman and Cutler said for the 2010 and 2016 bonds if you have spent the money from a bond on a capital project than you don't have to worry about the yield anymore. So, the \$2.4 million bond for Krueger Park was spent in 2011 and 2012 however the \$550,000 from the Byline Bank bond has \$200,000 left. We have \$200,000 in CD's with an interest rate of 1.65% so that is fine for that bond yield of 2.26% for the Byline Bank 2016 bond of \$550,000. That bond will be paid off in 12/1/19 and that \$200,000 CD doesn't expire until March 2019 so all other investments can go over 2.26%.

**Statement of Economic Interest:**

Cook County received all of our Statements of Economic Interest forms from commissioners and department heads.

**Personnel Phone List:**

Director Fullerton gave the commissioners the updated personnel phone list.

**Vandalism/Incidents:**

On April 30, a 12 year old boy broke his arm at the skate park. He was on the ½ pipe and his skateboard slipped under him and he fell on his arm.

At Osborne Park, the kids broke branches on another tree so the police will patrol that park again.

On May 4, there was a fight at KP in the parking lot.

On May 5, the police caught someone driving their ATV in Kasey Meadow Park and there was no damage to the grass.

**Miscellaneous:**

The March fitness center and walking track report was included in the board packet. Director Fullerton attended the State Dance Competition in Joliet on Sunday, April 15. Director Fullerton attended The Hills Chamber general meeting on Wednesday, April 18. Teachers from Conrady Jr. High School interviewed Director Fullerton to discuss her position with the park districts and anything the park district has issues with. Then they shared that information with the students and asked me to attend the 6<sup>th</sup> grade class social studies on April 19 from 10am-11:30am. There were approximately 15 speeches given by these students regarding improvements they would like to see in the City of Hickory Hills. For the parks, they mentioned more bike racks and some street art. She explained that when you put in street art, other large cities saw an increase in graffiti. Other items mentioned were sidewalks, more street lighting and garbage all around the neighborhood. Director attended a Breakfast with the Legislators on May 4. The wood floor in the Cynthia Neal Center will be refinished on May 30-June 3 so the Cynthia Neal Center will be closed on these days. We received a FOIA request from Better Government Association for all employee salaries and hourly rates, first name, middle initial, last name, title,

department and start date. Mr. Murphy said we have had some work done on our 2004 dump truck by Freeway Ford and three injectors were bad and the entire engine had to be opened up. The cost was \$3,700 in repairs. Also, the van didn't start so we got it towed but when we took it in for repairs they couldn't figure out what was wrong with it so we have it back.

**Closed Session Review:**

There was no release of closed session minutes.

Commissioner Jerantowski moved, seconded by Commissioner Kosnick, to convene to closed session at 8:16p.m. to discuss agenda item listed as: 2(C)(3) DISCUSSION OF THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE AS DEFINED IN THE OPEN MEETINGS ACT, INCLUDING A VACANCY IN A PUBLIC OFFICE. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved. Commissioners discussed all the candidates and no decision was made at this time. The commissioners came out of closed session at 8:41p.m. and resumed to the regular meeting.

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

The meeting was adjourned at 8:43p.m.

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**Secretary**

**ATTEST:**

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**President**