

BOARD MINUTES
November 12, 2018

A public hearing for the proposed property tax increase for the Hickory Hills Park District/Truth & Taxation hearing of Board Meeting of the Board of Park Commissioners was called at 6:49 p.m. on November 12, 2018 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois. No citizens were present and no comments were made.

The following commissioners were present: Jerantowski, Morgan, Peterson. Also present: Jennifer Fullerton, Executive Director.

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

The meeting was adjourned at 6:51p.m.

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

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

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

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve minutes of October 15, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

SECRETARY'S REPORT

Commissioners received an invitation to the employee Christmas party and a copy of the retirement party for Chief Vodicka. Director Fullerton showed Commissioner Morgan her Legal Symposium binder to look through.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Blackout Seal Coating completed Prairie View's parking lot last month (cost \$800.00). They also painted directional arrows in Krueger Park's parking lot (cost \$300.00). The main gate around the fenced off area of the maintenance garage needs to be repaired (8 foot high). The repair includes the following: Take down damaged gate sections, reset the two gate posts, install wire on new gate section, install a new drop rod with a pioneer latch. Estimates: Peerless Fence \$3,285.00 Tru-Link Fence \$3,750.00. We were only able to get two prices because it is prevailing wage and it is a small job. In mid November, the maintenance department will be installing sledding signs and snow fencing throughout the parks. This will prepare the grounds for the upcoming winter activities. The following was winterized last month: All drinking fountains, Kasey Meadow/Prairie View/Krueger Park irrigation systems were blown out, Martin Park's waterfall will be shut down in early November and the splash pad was blown out and is now completely winterized. The maintenance department has begun to mulch leaves throughout the parks and cut down shrubs and bushes were purchased for several

parks. The skate park was shut down for the season November 1 and a sign was posted to inform the patrons. The crane in the maintenance facility received its annual inspection last month. The carpets and runners were cleaned at the Cynthia Neal Center.

The 2004 dump truck was brought to Freeway Ford to have the following repairs done: brake job, replace PTO belt and replace serpentine belt. The total cost for these repairs is \$3,531.81. Director Fullerton said this will bring us over budget by approximately \$1,500 at this time for the vehicle repair budget because we have had a lot of major vehicle repairs. Mr. Murphy said there will be more expenses for preventative maintenance on other vehicles.

RECREATION REPORT

The October senior luncheon went well with the variety of food and Mr. Taps performance was great. The program did have a loss of \$161. Progressive Runny had a net of \$95. The Winter/Spring brochure is almost finished and will be mailed on November 28. Pinochle had nine people and we usually have six. The net was \$25. Four Winds is this Friday with Commissioner Kosnick as the chaperone. Bingo had 66 people which is a lot for that event. Grand Bingo is usually larger. Texas Hold'Em had 15 people and a net of \$43. The Odyssey Cruise trip turned out fine after it was postponed several times because the new boat wasn't ready. The net was \$228. Mr. Sanchez and Mr. Maier attended the Health & Fitness Expo which had less fitness providers than usual. Mr. Maier attended SPRA Showcase to select bands for the concerts. Director Fullerton said we eliminated the entertainer at the Children's Christmas Party because the event is very long for the children to sit and wait until Santa is ready and the face painter and balloon artist's. The City will be charged \$825 versus \$950 for sponsoring the event. We should finish earlier than 3:15pm.

We submitted a PDRMA grant for the personal security devices but did not get the grant. Director Fullerton said to purchase one base station and four security devices for \$576.95. Mr. Sanchez said someone would wear the lanyard and device if they are uncomfortable being on their own in the fitness center. It would ring the base station at the front desk when they push the button and the only issue is when the front desk person walks away from the counter to do a setup. We have to find out if the base is portable like a cordless phone. Commissioner Peterson asked how they will remember to take them off. Mr. Sanchez said they will be at the front desk and they have to sign them out and we have their contact number if they take them home. We could look at conference to see if anyone has it locally and order in February.

ADMINISTRATIVE REPORT

Two more registrations came in for preschool for two days a week so there are now six in that class. Some students in mini school are thinking of registering for half year but their kids are not potty trained yet. We are going to offer five days for mini school as an option. The net was \$618 for the Pizza Fundraiser for 103 kits sold. It was less than last year. We use this money for the year end celebration. We are thinking of not having this fundraiser because of charges on credit cards and it is difficult to use a business check. Than we would charge for the year end party and they don't have to go if they don't want to pay. We sold 710 tubs of Cookie Dough and the dancers receive \$3.50 per tub. The net was \$1,526.50. This is 116 less than last year. It used to be \$4 per tub to the students but we didn't sell as much. Taffy Apples sold was \$1,419 and the dancers received 50 cents. Costume money is starting to come in and is due December 1. Once everyone in one class is all paid than we will place that order sooner than usual. Director Fullerton said when we start placing the orders there will be big purchases over \$10,000 to \$20,000 but we don't have to go out for bid because we collect money and then purchase the costumes. Ms. Muth said we have another fundraiser for Christmas wreaths and have to

order a full case and whatever is not sold will be sold at the Children's Christmas Party in the lobby near the offices.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 760. 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 Peterson made note of the Investment Report October 31, 2018. Director Fullerton said the CD report and current investment statement was included in the Board packet. Commissioner Peterson moved, seconded by Commissioner Morgan to approve the Operating Statement for October 31, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Park Renovations 2018:

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the payouts for Upland Design for \$4,748.53 and Innovation Landscaping for \$23,788.22. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

There was a change order sent to Innovation and created by Upland and HHPD that lists some items that were added during the project and deductions of all work that was not approved due to the quality of the work. This is Change Order #3. The additions are items we added during construction for concrete to be replaced under the bike rack for \$765 and an additional pipe at the drain outlet at Prairie View for \$1,360. For deductions, the change order CH3-3 says 15 squares of concrete but it is really for one square that is slightly scratched and some money held for the rest of the squares just in case there are issues with the other squares chipping. For CH3-4 is for one shade structure pole which is 9" shorter than the other but the manufacturer said you won't have an issue with it and it is more of an esthetic issue. Mr. Murphy said Innovation said there was a grade change from one side to the other but they should have asked the architect about it. Director Fullerton said for CH3-5, it is because we received 2" trees but should have been 3" trees. It is more difficult to snap the trees when they are 3" and as you know many new trees have been snapped by the kids. For CH3-6, the legs were straightened on the benches however they are not all level. It could damage the legs even more if they are removed so the credit is a better solution. For CH3-7, we will be purchasing the 6 tables (includes benches) that were damaged during installation. Innovation already ordered and received the other two so all of the tables will be replaced once we place the order for the 6 tables/benches. Jim Murphy was with Innovation when this second set of two tables were taken out of the boxes and there were two small dents which looked like it was from how they wrapped the tables for shipping but we let it go since Jim was there. We will also order the benches for the two tables Innovation replaced because all the benches are scratched. Innovation gave us \$10,977.60 on this change order for the tables and benches and the total cost to purchase the new ones will be \$8,912 so the rest is for install. For CH3-8, the lawn restoration happened too late in the season so our maintenance staff will take care of this in the spring. Mr. Murphy said they didn't use top soil so maintenance will have to irate, add soil and seed. Seed will pop during the rain and cool weather but once we get a little stress you will lose it. Change Order #3 is for a deduction total of \$17,137.60 (additions \$2,215 and deductions \$19,262.60). This change order was accepted by Innovation and the project is now complete. Commissioner Peterson asked if we purchased the tables and benches since they gave us the money. Director Fullerton said not until after this meeting. Commissioner Peterson said will they be damaged in a week and how about ordering spares and keep these. Director Fullerton said you have to give Innovation these scratched tables and benches because they purchased them already. You have two choices; you purchase them and the contractor keeps the

old ones or you accept the scratched ones the way they are. Mr. Murphy said he won't put the new ones in until the spring because we won't install in the winter. Commissioner Morgan asked if you were replacing the legs since they are in concrete. Director Fullerton said no so the legs will stay.

Kasey Meadow Renovation 2019-2020:

Commissioner Peterson moved, seconded by Commissioner Jerantowski to approve Upland Design for \$6,949.52 for writing the OSLAD grant. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Security Cameras at Krueger Park:

Director Fullerton met with two camera companies to get quotes on putting in security cameras at the Krueger Park new picnic shelter. The cameras were very expensive because of the trenching and electric that would need to come from the Krueger Park Recreation Center all the way to the new picnic shelter. The staff discussed this and we feel it is too expensive compared to what we would need to replace if we have vandalism. Altec sent a quote for \$19,195 for digital cameras. Sound Inc. sent a quote for \$10,860 for analog cameras and \$13,550 for digital cameras. You won't see analog cameras at night and they don't give you the clearest picture. Since Sound Inc. was out here already we also received a quote to add a camera to the gym for \$2,015 and a camera to the outside deck for \$2,040 to face the wall that has been vandalized approximately once a year. Commissioner Peterson asked if we could mount a camera on the building and point it at the picnic shelter. He has a camera at work that is three blocks away and you can zoom and see their expression. Director Fullerton originally asked if we could put WiFi on the outside of the building but both vendors said there is not a line of site and you won't be able to connect to WiFi. There are trees and a fence in the way. Ms. Muth said we have a camera outside the side door of this building to point at the Maintenance Facility and you couldn't see anything and we have clean line of site. At KP there is no line of site with the trees and fence. Commissioner Peterson said their cameras were \$300,000 for 20 cameras which was the entire project. I can't believe we can't get better cameras. Director Fullerton said you can but it will be more expensive. She will call and see what it would cost for a camera that can go three blocks away and zoom in for an expression or face shot and do we have a line of site from the roof. There are analog cameras at the skate park and are fuzzy when zooming in. We have digital cameras at the splash pad and Maintenance Facility.

Disposal of Assets:

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve Ordinance 2018-327 AUTHORIZING THE DISPOSITION OF SURPLUS PERSONAL PROPERTY for Amplifier 900 Series Realistic Model #A-906, Serial #136221, Dehumidifier Model #DD40FO, Serial #183096, Table Tennis, 25 Preschool chairs, 94 baseball bats, 2 throw down bases and 12 helmets. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Annual Safety Meeting Survey:

A survey was sent to the employees that attended the September 19 Annual Safety Meeting to evaluate the Anger Management speaker. The comments were favorable and some improvements.

Transfer of funds for Kasey Meadow Construction Project 2016:

This transfer of funds is for the Kasey Meadow Park Renovation project for \$100,000 that was completed in 2016. The total transfer would have been \$222,000 but we could only transfer \$122,000 in 17/18 due to the 10% cap. The fund balance for the recreation fund was \$1,358,497 as of 4/30/18. There is more than enough in the

recreation fund to support the \$100,000 transfer. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve Ordinance 2018-326 AN ORDINANCE 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, 2018 AND ENDING APRIL 30, 2019. **Section 1:** The foregoing recitals are incorporated in and made a part of the Ordinance: **Section 2:** That certain anticipated unexpended funds in the Recreation Fund, in the total amount of \$100,000.00 are hereby transferred to and appropriated for the items indicated as follows: CAPITAL IMPROVEMENT FUND-Misc. Income \$100,000.00. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Miscellaneous:

The October fitness center and walking track report was included in the board packet. Director Fullerton went over her vacation days in November.

Tax Levy:

Commissioner Peterson moved, second by Commissioner Jerantowski to approve ORDINANCE 2018-325 AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR THE YEAR 2018 OF THE HICKORY HILLS PARK DISTRICT COUNTY OF COOK, ILLINOIS BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE HICKORY HILLS PARK DISTRICT, COUNTY OF COOK, ILLINOIS: SECTION 1: That a tax in the sum of One Million One Hundred Twenty Thousand and Seven Hundred and Seventy Four Dollars (\$1,120,774) or so much thereof as may be authorized by law, be and hereby is assessed and levied to defray the anticipated expenses and liabilities of the Hickory Hills Park District for objects and purposes hereinafter specified against all taxable property within the limits of the Hickory Hills Park District, at full, fair cash value as the same is assessed and equalized for state and county purposes for 2018: Total Amount to be Levied in All Funds\$1,120,774.00.

SUMMARY

CORPORATE FUND	492,000.00
RECREATION FUND	462,520.00
POLICE FUND.....	5,000.00
UNEMPLOYMENT INSURANCE FUND	1,000.00
SPECIAL RECREATION FUND	<u>160,254.00</u>
Total Amount to be Levied in All Funds	\$1,120,774.00

Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Closed Session Review:

Commissioner Jerantowski moved, seconded by Commissioner Peterson, reviewed and didn't release any closed session minutes from CLOSED SESSION-REVIEW, APPROVAL AND/OR RELEASE OF CLOSED SESSION MINUTES UNDER SECTION 2(C)(21) OF THE OPEN MEETINGS ACT. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

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

The meeting was adjourned at 8:05p.m.

Secretary

ATTEST:

President