

BOARD MINUTES
October 15, 2018

The regular monthly Board Meeting of the Board of Commissioners was called at 7:00 p.m. on October 15, 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, Dan Maier, Recreation Director and Jim Murphy, Maintenance Director.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve minutes of September 10, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

SECRETARY'S REPORT

Commissioners received a September PDRMA Health in Action newsletter.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Blackout seal coating was done on all 3 parking lots at Martin Park and also Osborne Park. Prairie View's parking lot will be completed in October after the split rail fence is installed if weather permits. After the Fall Fest the following was done to the turf at the bottom of Kasey Meadow's hill; turf was aerated, 20 yards of black dirt was spread and the entire area was slit seeded and fertilized. The rule of thumb is not to seed after October 15 because the seed would not be strong enough to get through the winter. This has been a cold fall. Last month Dunn Rite cleaned all the carpeting and runners at Krueger Park (cost \$350.00). They also scrubbed the lobby quarry tile (cost \$160.00). This work was done after hours when the building was closed. We sprayed for broadleaf weeds, cut down perennials and trim trees and shrubs. Four new tires were purchased for the district's trailer. The tires were purchased at Wilrae and cost \$610.00. Krueger Park's equipment room floor was stripped and waxed last month.

Schedule to Shut Down/Put Equipment Away

- Drinking fountains will be turned off by October 15.
- Tennis courts will be closed November 15. If weather permits the date will be extended.
- Martin Park's waterfall will be shut off the first week of November.
- Skate Park will be closed November 1. We used the new valve to pump water out of the manhole.
- The lightning detection systems will be shut down when soccer ends.
- The irrigation systems will be blown out next week.

RECREATION REPORT

The senior luncheon last month had over 100 people. The next one is tomorrow with 126 registrations and we will have a tap dancer. We were told it would not dent the new gym floor. We have a spot on our dance floor from tap dancing that is down to the wood and we just had the floor sanded and sealed in June. Ms. Muth has a sealer she will use on it. Mr. Maier said the food for the senior luncheon will be from Greece, Italy and Poland. Commissioner Kosnick asked to check the tap shoes for a loose nail. Director Fullerton said it happens with tap. Mr. Maier said the Blue Chip Casino trip went well with lower attendance however Four Winds offers more and

is nicer. For Four Winds, we usually go through Odyssey but when we book them however they have a new procedure so now Four Winds has to approve the bus company. Starlight is cheaper but they are already contracted out so we have to book Odyssey. We had to charter a different bus and it was \$150 more so the last trip had a net of \$70. The Odyssey river cruise finally went after it was canceled a couple of times because the boat wasn't ready. It was raining but they liked it and the food was good. It will go up \$40 next time because it is very popular. We had 33 birthday parties so far this year which is a lot. Saturday soccer got canceled so there are more time slots for birthday parties. The Noah's Ark trip will have a \$75 non-refundable deposit however we didn't have that in the write up so we sent a notice to everyone telling them they have until November 1 to cancel prior to the non-refundable deposit beginning. The Fall Festival was the best attended fest we have had for that event. We had over 900 people. We usually lose between \$2,000 to \$4,000 but it looks like we'll make over \$2,000. We had a lot of sponsors of \$950, \$800 of First Midwest sponsorship dollars were allocated, \$200 from Calabria for the food truck and \$150 from the Girl Scouts. Bingo night and Sensation Soup went well with a net of \$100. The Desert Festival was canceled because we had fewer than 20 people and to break even we needed 24 people. Left Center Right had a net of \$55.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Morgan to approve Claim Ordinance 759. 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 September 30, 2018. Director Fullerton said the CD report and August investment statement was included in the Board packet. The cash equivalent balance is now at \$131,000 so that amount will be re-invested. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Operating Statement for September 30, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Park Renovations 2018:

We opened Memorial and Prairie View Playgrounds on Thursday, September 27. There was some delay because the soil was very hard under the seed blanket so Innovation had to put down more dirt, till and seed. At the picnic shelter, all of the picnic tables and seats were scratched because the contractor turned them upside down and put them on top of concrete while they assembled the tables and seats. All of them had scratches on them so we rejected all of them. Innovation tried to buff out the scratches and repaint. The day after they painted, it was raining and the paint came right off when we wiped it with a towel. They have to order all new picnic tables and benches so they will leave the scratched ones there until the new ones come in. Also, 15 squares of concrete at the picnic shelter were scratched so they broke up the top layer of concrete with a hand grinder and now it looks great except they need to work on one square. Mr. Murphy said there was some gravel on top and when they moved their Dingo they scratched the California concrete. It was esthetic damage not structural and looks a lot better than it did. Also, the legs of the benches were not straight so they had to break up concrete and straightened them and now it looks better. We took the shades down today and it wasn't that difficult. Director Fullerton said they still have more seeding to do near the picnic shelter.

Commissioner Peterson moved, seconded by Commissioner Jerantowski to approve Upland Design for \$4,572.89 and Innovation Landscaping for \$162,134.27. There is \$40,000 left to pay the contractor on the project. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

We have started thinking about the rental for the KP picnic shelter. We will have two rules signs at the shelter which will say Park District programs are a priority at the shelter. Groups of 10 or more must obtain a permit. Loud music is prohibited, No grilling, No alcohol, No profanity, No pets, No vehicles allowed near or in picnic

area (please park in parking lot) and Park closes at dusk. Also, we purchased a small vertical message board for \$474 so we can put a schedule of park district programs in the message board and it has a lock on the sign. This will be installed in the spring because we won't rent it until 2019. The shelter seats 56 adults comfortably so the rental will be for a maximum of 60 people. We are researching prices of what we will charge for the picnic shelter.

Kasey Meadow Renovation 2019-2020:

We asked the architect if we took one side of the fence down and put the pump track where the bleachers are would that work. The manufacturer said it would be tight and also we would have to get rid of some of the ramps for skate boards. We didn't like the idea of taking away from the skate boards. Also, the cost would have been an additional \$90,000 so we didn't move forward with this option. Also, the architect said the stairs are 8' wide and you can't put a railing in the middle for accessibility reasons and it can't be less than 6' wide. The depth of the stairs would be 1' and the height of the stair is 6". They can add the groves under the railing that Commissioner Kosnick asked about. The OSLAD grant was sent to IDNR on September 26 (deadline Oct.1). The grant application is 118 pages and the final price for the grant was distributed. The grant total is \$736,400 so our half would be \$368,200 with a budget of \$320,000 for the project so we will be over budget which is fine because it will come out of the recreation budget as well as the capital budget.

Claim Ordinance Approval Motion:

This is in response to asking questions regarding the claim ordinance prior to making a motion. Our attorney sent the following response "Correct parliamentary procedure is for a motion and a second to be made before there is any discussion of the agenda item. This is because, before a motion is made, there is nothing on the floor to discuss. Therefore, I recommend that the current system of requiring a motion and a second to be made before an agenda item can be discussed remain in place."

Pepsi:

In 2017, net revenue was \$3,537. This was a lower year because the skate park machine was pulled in August due to vandalism. The highest year was a net of \$5,214 in 2013. It is worth it to keep the Pepsi machines based on annual revenue of \$3,500 to \$5,200.

Also, we did see the people that stole the bill changer at Martin Park on the security cameras. There was a person driving a car who dropped off two people who stole the money using a crowbar. This was on Friday morning September 7 at 4:45am. They worked on it for 13 minutes and then called their driver to pick them up. The video was released to the police and they will check other cameras in town and tell the surrounding police departments about it. The cost for Altec to repair the box and assist with retrieving the video was \$349.

Dance:

There were 29 on the wait list for the first week dance prior to moving some dancers up and down a level. That is why we need an additional room for dance when we renovate CN. Tammy moved some classes to the preschool room. This doesn't account for all the people who came in asking about a class that was full and went somewhere else.

Dance 2017/2018 Bottom Line Report:

The Dance Bottom Line Report shows net revenue for dance of \$65,554 and last year was \$56,009 and two years prior was \$55,832. Instructor salaries increased from \$22,030 to \$24,763 due to raises. The net revenue for the dance recital bottom line was \$5,959 compared to \$5,534 last year. Last year, we sold 1,417 tickets for three shows and this year we sold 1,369 for three shows. The dance program had 892 participants this year and 870 the previous year. The net for dance classes was \$54,199 and last year was \$49,206. The Tap, Hip Hop and Lyrical and Pom classes had increases. Ballet, Jazz and Competition saw decreases. Fundraisers (in Misc. Dance) had a net of \$2,546 and last year was \$2,152. With the Cookie Dough and Carmel Apple fundraisers, we allow the students to keep the profits to pay for their costumes, recital tickets and classes. Dance costumes had a net of \$8,808 and last year was \$4,519. We transferred \$1,401 to pay for supplies and seminars last year and this year we allocated \$2,000 for the dance clinic expenses.

Zip Code Report:

In the board packet are the zip code reports for each program season, dance, preschool, after school and the fitness center. The top five towns for 2017 programs are Hickory Hills, Palos Hills, Bridgeview, Justice and Oak Lawn. For Dance 2017/2018, the top five towns were Hickory Hills, Palos Hills, Bridgeview, Burbank and Palos Heights. For Preschool 2017/2018, the top five towns were Hickory Hills, Bridgeview, Justice, Palos Hills and Willow Springs. For the After School program 2017/2018, the top three towns were Hickory Hills, Palos Hills and Bridgeview. For the Fitness Center 2017, the top five towns were Hickory Hills, Palos Hills, Justice, Bridgeview and Worth.

PDRMA Medical Insurance Plan Selection:

Three years ago, PDRMA offered an HRA (Health Reimbursement Account) option to all employers which was a plan we took advantage of to save on health insurance costs. The employees still pay a \$500 deductible and the park district pays the difference of the \$500 to \$1,500 if the employee went over the \$500 deductible. This reduces our monthly medical plan premium costs by offering a higher deductible plan. In 2018, the increase will be 4.3% for PPO plans, 3.2% for HMO, .9% for dental, .8% for vision and no increase for EAP and Life Insurance. In 2019, the increase will be 1.5% for PPO plans, 6.7% for HMO, 0% dental, 7.5% decrease for vision and no increase for EAP and Life Insurance. Currently, we offer \$200 for vision but will change it to \$400. We have had the \$200 vision for over 15 years and all it covers is the eye exam however 15 years ago it covered the exam and glasses. Since the vision decreased this year we will be switching to the \$400 vision plan. The \$200 vision is \$7.54 per employee (was \$8.29) and the \$400 vision will be \$14.26. The total amount will increase from \$895 to \$1,540 annually for nine full time employees. Commissioners agreed increasing vision from \$200 to \$400 is ok to move forward with it. Also, during the PDRMA council meeting, Director Fullerton asked how our dental plan is compared to the industry. They said it was above the standard.

Commissioner Election:

Attached are my notes for the commissioner election. These are only my notes so please check the dates in the Election Candidates Guide. There are two seats that are up for re-election which are the seats for Commissioner Peterson (4 year term) and the empty seat (4 year term). If anyone asks you where they can find the forms or information on the election, they can go on the internet at www.elections.il.gov or call (312) 814-6440. The filing period for candidates is December 10 – 17 and the election is April 2, 2019. The County does not send a local election guide or a candidate's guide anymore however anyone can pull it up on the State of Illinois

website. The number of signatures is based on 2% of 984 ballots casted in 2017 which is 20 signatures (minimum requirement is 25 signatures). Director Fullerton called the Cook County election department to confirm this amount. Ms. Muth is the election alternate if we need it.

Sequestration Reduction:

The Sequestration reduction for our Build America Bond is 6.6% for July 2018 and it was 6.9% for July 2017.

Miscellaneous:

The August and September fitness center and walking track report was included in the board packet. We are receiving FOIA requests one to two times a week. The Illinois Park conference is January 24-26, 2019 at the Hyatt downtown Chicago.

On Monday, October 1, we had a report that a child in our preschool class had lice. We haven't had a report of lice in 10 years. Also, one preschool teacher had it the day after because she hugged that child before she left for the day. The child was also in our dance program one day a week. An email was sent to the parents and the rooms were sprayed and disinfected. We purchased shampoo for the staff in the CN building to prevent further outbreaks.

A resident near Prairie View Park called to complain about the park (no name or phone given) and said she doesn't like the playground and said it didn't need to be replaced and asked if we purchased it from Menard's. If you recall residents within two blocks received a letter about the project and we had a public input meeting in 2017. It was also in the newspaper, on our website and on our marquee. The children from the after school selected the playground equipment and loved the new features that were presented. We could not put in a tower or closed in slides because of the extensive amount of vandalism we get at that park and didn't want any hiding spots.

Someone let off fireworks in the Maintenance Facility parking lot which left a large black mark on the asphalt however the rain has washed most of it away. We didn't pursue it since it was from patrons from the funeral home because of someone who passed away and that is how they recognized them.

We had a coax cable taken from our telephone closet and we don't think it was misplaced. Also, a photo was shown of a crack in the front of the floor scrubbing machine which was purchased two years ago for \$6,000. A note was sent to staff for both of these. The scrubber was stored in front of the shelves because it is near a plug. We will move the scrubber to the corner of the storage room where there is a plug and some of the items in that storage room will be disposed of at the next Board meeting of items we haven't used in years.

Director Fullerton said two employees received a written warning. These two employees were arguing over a setup and they were both in the wrong. Also, there was a written warning over an employee not opening the fitness center on time.

Commissioner Morgan mentioned the dust under the bedding of a treadmill when the repair man was repairing the treadmill. Director Fullerton said we move the treadmills and clean them so it must have been inside.

Tax Levy:

The notice and ordinance for the levy was included in the Board packet. Attorney David Freeman asked to add the word "increase" to the notice to the title and in section I. The notice will be placed in the local newspaper 7-10 prior to the levy hearing and approval of the ordinance in November. Eric Anderson from Staub Anderson was very helpful again for capturing new property and to assist in determining the tax levy amount to ask for.

There will be a levy hearing in November so the Board meeting will begin at 6:45pm on November 12. Commissioner Morgan moved, seconded by Commissioner Jerantowski, to approve Resolution 2018-3. **HICKORY HILLS PARK DISTRICT TRUTH IN TAXATION LAW RESOLUTION 2018-3. RESOLVED**, by the Board of Park Commissioners of the Hickory Hills Park District, Cook County, Illinois (“Park District”) that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the “Truth in Taxation Law”: 1. The corporate and special purpose property taxes extended or abated for 2017 were \$1,048,665. 2. The proposed corporate and special purpose taxes to be levied for 2018 are \$1,120,774. This represents a 6.9% increase over the previous year. 3. The property taxes extended for debt service and public building commission leases for 2017 were \$391,214. The estimated property taxes to be levied for debt service and public building commission leases for 2018 are \$378,337. This represents a 3.29% decrease over the previous year. 5. The total property taxes extended or abated for 2017 were \$1,439,879. The estimate total property taxes to be levied for 2018 are \$1,499,111. This represents a 4.11% increase over the previous year. Any notice which includes any information not specified and required by this Article shall be an invalid notice. **FURTHER RESOLVED**, that a public hearing on the proposed levy of the Park District for the 2018 tax year to be held on November 12, 2018 at 6:45pm at the Cynthia Neal Administration Center, 8047 W. 91st Place, Hickory Hills, IL; and that the Secretary cause notice of said hearing to be published, all in accordance with the requirements of the Truth in Taxation Law. Passed this 15th day of October, 2018. Ayes: Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

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

The meeting was adjourned at 8:15p.m.

Secretary

ATTEST:

President