

BOARD MINUTES
September 11, 2017

The regular monthly Board Meeting of the Board of Commissioners was called at 7:01 p.m. on September 11, 2017 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

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

Also present were: Jennifer Fullerton, Executive Director, Dan Maier, Recreation Director, Jim Murphy, Maintenance Director, Tammy Muth, Administrative Assistant and the following from South West Special Recreation Association; Lori Chesna, Executive Director, Susan Prieboy, Superintendent, Dawn Kehoe, Business Manager, Jessica McNeilly, Recreation Specialist, Paula Marr, PR/Marketing.

APPROVAL OF MINUTES

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve minutes August 14, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

SECRETARY'S REPORT

We received a letter that said "I would like to thank Dan and Angel for their help and kindness in assisting with my daughter when she had seizures at the fitness center. Their professionalism, and the respect with which they treated her, kept her safe, eased her anxiety, and made a difficult situation much easier. Thank you, Sandy Morgan".

PUBLIC COMMENT

Nothing to report.

SWSRA

Director Fullerton introduced South West Special Recreation Association. Lori Chesna said there are 32 SRA's in the State of Illinois and SWSRA was formed in 1981 and currently we have seven members which are Alsip, Blue Island, Merrionette Park, Midlothian, Palos Heights, Posen and Worth. Worth joined in 2009 so that was the last park district to join. We utilize the Worth Park District's recreation center at 107th & Oak Park Avenue and the main office is at the Apollo Recreation Center in Alsip where registration is taken. Jessica McNeilly said she creates the three brochures which are Fall, Winter and Spring/Summer. Programs are once a week for eight weeks and one day special events usually on weekends. We don't just serve intellectual disabilities but also serve dementia, stroke and heart attacks which have half day support groups at Palos Heights. Susan Prieboy said she oversees the recreation department. We have inclusion, the sensory room and training that we can provide for your staff. For inclusion, we come into your program and assist with anyone who you are having difficulty with whether it is a diagnosis or not. We can provide a companion which is a one-on-one aid or provide equipment such as special seats or sensory equipment. The sensory room has high tech equipment to allow anyone of any age to explore their senses. It is 30 minutes session. The training is for the front line staff to talk to others about inclusion or taking a registration where you don't know where they fit in. Paula Marr said she provides outreach to residents to let them know we are here and we are on social media. Dawn Kehoe said she is the finance manager and processes the payables, payroll, accounts receivable, creating the budget and sending invoices to member districts. These invoices are due October 31 and April 15. The scholarship funds have an application process for special needs participants and they can receive \$150 annually and use it for any programs. The day camp also has scholarship funds where we offer half price off of one to all sessions. Director Fullerton asked how often do you use other locations other than Alsip and Worth. Lori said it is to your advantage to allow us to use your space because it is more convenient for your residents. Other details are we have two handicapped lifts, we are PDRMA members, day camp is one to two ratio, we can help identify

inclusion participants and if you need our staff as a companion then it is an extra charge. When people register there is a master form that is extensive that they have to fill out if they are new. You don't need to go to referendum to join an SRA. Senate Bill 1881 released the tax cap for the handicapped fund so the park districts that didn't levy couldn't until it was released. Now there are choices. We ask that your director sit on our Board and we meet every third Wednesday at 10am and they oversee the policies. The levy is 2 cents for every \$100 of the EAV and we recommend you levy the full amount and we get two cents and you levy for 4 cents. If you are doing a project, then run it by me and usually it is big projects. I write a letter of support and you keep that copy in your records. We don't know accessibility issues like how far parking spaces should be. You can also take money out for rentals when we use your facility. Director Fullerton asked Mr. Maier how many kids that were special needs that were in our camp this year. Mr. Maier said four. Director Fullerton said we don't see many special needs participants at our facilities and we have very little space so a one day a week for a six week program should be ok depending on the time. However, we don't want to go past the fitness center hours because that is when the building closes. Director Fullerton asked if someone could pay the non-resident rate to participate in SWSRA. Lori said the non-resident rate is 100% but they could do that. Director Fullerton asked if we are teaching your classes. Lori said no. Director Fullerton said there is some strong language in the agreement and bylaws. You read it as SWSRA will tell us what we can do but I know you have said otherwise that it is the board that comes to an agreement and makes major decisions. Lori said it functions like your commissioners. Paula said we would like to have a table or booth at your special events or provide a game. Commissioner Morgan asked who does the training. Lori said we do a participation assessment and we do not do invasive procedures and we are not health care professionals and can't take those participants for example rectal or depository procedures and don't give injections. With epi pens, the participants inject themselves. We do change diapers even for adults. For inclusion, we follow your rules like the same three strike rule to assist them with changing their ways. We are mandated reports like you.

MAINTENANCE REPORT

A new park sign (Cylex) was installed by the entrance to Prairie View Park last month. The splash pad was shut down for the season August 28 and will be winterized. The water reel was delivered August 28. We began using it on the carnival area the following day and some seed is coming up. Last month the maintenance department spent numerous hours preparing the buildings for the upcoming fall programs. Dunn-Rite stripped and waxed Krueger Park's hallway and activity room C. (Cost \$375.00). The auxiliary police did a good job this summer patrolling the parks and will continue through the end of September. T.F. Boland Painting completed the painting of Krueger Park's stairway and hasn't been painted since the second addition to the building. A new hinge was installed on Krueger Park's outer lobby bathroom door because the door was bent (Suburban Door Check & Lock service \$376.00). The new dump truck was delivered and we are ordering a running board. C.J. Erickson Plumbing replaced the 3 ball valves by the skate park and Mr. Murphy showed pictures. There are two valves for the drinking fountain and one is for a yard hydrant. In the winter, we put a long key in there and opened the box to drain all the water since we have a high water table there. Pictures were distributed to show the new gym floor which has been installed. So far the kids that have been on it love the new floor. We will be able to use the floor machine on the new floor with the neutral cleaner that we already buy and a tennis ball to get off black marks. There was a church in Palos Heights that has the same floor and they haven't scrubbed it in years and it looked excellent but dusty. We have to purchase a table cart because it has to be 6" tall and some casters.

Last month, while cutting Petkiewicz Park, a maintenance employee hit a resident's cyclone fence with the wing mower (north side of park). Mr. Murphy showed pictures of the damage. The park district will pay for the repair to the neighbor's fence by K Brothers Fence for \$890.00.

RECREATION REPORT

We will have a smaller bus for the casino trip with Burbank Park District. The Fall Festival is in two weeks and we received \$1,100 in sponsorships and last year it was \$1,400. There are 71 poles out there now for the maze. The After School program is still growing and running smoothly with returning staff. There is only one 16"

softball league in the fall. The carnival contract has been signed and they added \$5,000 for the three year contract and added the special needs day which will be on Thursday next year, not Friday. South Suburban soccer starts this weekend with three teams and we had to cancel the Jr. league. The Fall Campout was canceled because we only had eight families and it was cold at night. Next year we are talking about combing the Movie and Campout again and have it earlier. The piano instructor is taking off in the fall so Palos Music Instruction will hire someone.

ADMINISTRATIVE REPORT

The numbers for preschool are still low however some registration is still coming in and is about the same as two years ago. We have one for before care and then they get on the bus for Dorn or Sorrick schools and two in after school until 4:15pm. Mini School starts soon.

Dance registration is going well. We canceled a Saturday morning pre-ballet class because no one was registered. There are some long wait lists that we will have to split up and put them in preschool. The maximum will not go higher than 16 however we will add classes to accommodate most people. Current students could have registered in July and waited until the week of class so they didn't get in. If we knew in advance we could have added a class. We have two new teachers which are Ms. Eirene and Ms. Kasia who are both seniors in high school. They have both been dancing with us for a few years and Ms. Eirene has taught at another dance studio. The Parent and Student Dance manual was distributed to the commissioners. This is the new manual developed by the two dance instructors with Ms. Muth. There is a form on the last page for parents to sign so we know who received it but not so much that they agreed to what is in it. We will add print and sign name because the signature can be unclear.

There were some complaints at the splash pad that customers had to pay \$5 for each shift but that is the way it has always been. We purchased more WiFi boxes and they will be installed tomorrow at the CN Center lobby and KP Activity Room C. The WiFi at KP was purchased with funds from the After School Power Play grant program. We looked at charges for Great America and Santa Village tickets for credit card fees and we are losing money so these ticket prices will go up next year or we may have to charge a credit card service charge. If Great America says we can't charge more than we will need to take cash or check only. We lose 40 cents on one type of tickets sold and make 3 cents on another, each time you swipe.

TREASURER'S REPORT

Commissioner Jerantowski moved, second by Commissioner Guisto to approve Claim Ordinance 746. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved. Commissioner Kosnick asked about "REF" with a person's name. Director Fullerton said we use "REF" for the abbreviation of refund. 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 August 31, 2017. Director Fullerton said the investment statement from the previous month will always be in the board packet from now on. In July the statement shows \$400,000 was cashed in and then in August \$800,000 from CD's and \$200,000 from the checking account will go into the investment account. Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve the Operating Statement for August 31, 2017. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Financial Assistance:

Director Fullerton submitted paperwork for an application for financial assistant. Total income for 2016 was \$9,753.00. The recommendation is for 50% off of a half year September to December for five days a week. The cost for that is \$404 (total cost \$808 for first half, five days). She has to pay up 50% up front for her half to register. The commissioners asked if we have done this previously. Director Fullerton said yes, every year and at times it is for a session of camp. Commissioner Jerantowski moved, seconded by Commissioner Morgan to

approve financial assistant not to exceed \$404 for a half year of preschool and she has to pay her half up front. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Approval for South West Special Recreation Association Agreement:

Commissioner Guisto asked if different special recreation associations have different park districts and what we pay Oak Lawn. Director Fullerton said yes each district goes to the association of their choosing and at Oak Lawn Special Rec we pay the difference of the resident and non-resident rate currently. Now, we have the levy for .04 and we pay SWSRA .02. This year we received \$133,900 and SWSRA will receive \$66,139. Director Fullerton said they know we don't have a lot of space. We may be able to have one 8 week class in each brochure or two at the most. At this time they have requested two, one day programs. If someone wants to use Oak Lawn for a long time, they will have to request that but it is possible. Also, they both provide transportation but there is a fee for both special rec associations. Commissioner Kosnick was concerned about adhering to the bylaws because they have strong language. Commissioners asked if taxes will go up. Director Fullerton said it is not a referendum. Commissioner Peterson asked if it was like pulling the money from someone else. Director Fullerton said you get a certain amount of money from Cook County for Hickory Hills so we are getting those funds for what is allowed for the tax base. Residents may say they see a difference on their tax bill of 4 cents for \$100 EAV. Mr. Maier said he could use the advice for the inclusion services. Commissioner Peterson moved, seconded by Commissioner Morgan to approve Resolution 2017-1 Approving Membership in South West Special Recreation Association. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson. Motion approved.

Kasey Meadow Park Construction Project:

The project has been completed. Knutte & Associates completed the attestation which is an audit of the project. There were no changes to all of the financial reports and documentation that was submitted to the auditor. We received the caps that were missing from the ball field benches and they have been installed by maintenance. Also, one of the Jax is lose at the 5-12 playground and has been repaired by maintenance. Judy Bauer, grant administrator, from IDNR has received all necessary paperwork for final billing and will do the final on-site inspection on September 21. The check for \$390,300 should be received in less than six months.

Preschool 2016-2017 Bottom Line Report:

Little Learners net revenue was \$27,350 and last year was \$13,385. We had 320 enrollees in 16/17 and 130 in 15/16, 93 in 2014/15 and 127 in 2013/2014 and 94 in 2012-2013. Enrollees include the half year preschool and new this year was the aftercare program which increased the numbers drastically because we had four aftercare students daily.

Summer Concert Concessions:

The summer concert concessions report was prepared by Angel Sanchez, Recreation Assistant. We had a net of \$575 and the previous year was \$545.

Camp Focus Group:

Director Fullerton conducted the focus group this year with 21 children. The kids really loved our camp and all the comments were very favorable.

Employee Focus Group:

Every year we have an end of the summer pizza/sub party and focus group. There were 28 in attendance. The suggestions were excellent and we will try to implement most of them.

Holiday Closings for 2018

The following are the 2018 holiday closings:

<u>Date</u>	<u>CN Office</u>	<u>FitnessCenter</u>
Good Friday, March 30	Closed	5:30am-6pm
Easter Sunday, April 1	Closed	Closed
Memorial Day, May 28	Closed	8am-noon
Wednesday, July 4	Closed	8am-noon
Labor Day, Sept. 3	Closed	8am-noon
Columbus Day, October 8	Closed	5:30am-6pm
Thursday, Thanksgiving, Nov. 22	Closed	8am-noon
Friday, Day after Thanksgiving Nov. 23	Closed	5:30am -6pm
Monday, Christmas Eve, Dec. 24	Closed	8am-noon
Tuesday, Christmas Day, Dec. 25	Closed	Closed
Monday, New Year's Eve, Dec. 31	Closed	8am-noon
Tuesday, New Year's Day, Jan. 1, 2019	Closed	8am-noon

This is the holiday schedule for the recreation centers for next year. Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve the holiday closing schedule. Ayes: Guisto, Jerantowski, Kosnick, Morgan, Peterson.

Memorial and Prairie View Parks Future Renovations:

It is in our master plan to renovate Memorial and Prairie View Parks in 2018. The budgeted cost is \$100,000 for Memorial Park and \$200,000 for Prairie View Parks however we have to wait until the OSLAD grant money is in, the amount is \$390,300. The last renovation to Memorial Park was in 2002 and Prairie View was in 2001. The budgeted amount will not include a total renovation, for example, it will not include replacement of concrete, the gazebo at PV or the sand volleyball at Memorial but should include benches and swings along with the playground equipment. We are thinking of playground equipment at PV that is more transparent where there are not hiding places in the 5-12 playground area since that park gets a lot of vandalism in the slides. We are still planning on having a 2-5 playground section like we have there now. Also, Director Fullerton called the owner of the land where Memorial Park sits (off of First Midwest Bank's parking lot) to see how much input he would like to be involved in. He said one man approached the bank and he was told that man wanted the fence back. That fence was rotting and fences are not very inviting to parks and can be expensive. We can check on the cost but I told him for that park we have \$100,000 and most likely would not cover a new fence all the way around the park but we'll get a price. The owner said he would like to see the drawings prior to going out for bid and we will invite him to the Board meeting once the bids are in to see the options of the playground equipment.

Storm Water for Roberts Road Drainage:

Jim Murphy and Director Fullerton attended a meeting with MWRD, Cook County, Palos and Hickory Hills regarding the flooding on Roberts Road which was our second meeting regarding the drainage issues. As mentioned previously, Cook County and MWRD has approached the park district to use land at Kasey Meadow Park to put in a surcharge basin to be used for their storm sewer system to help reduce flooding on Roberts Road. There are four alternatives that they proposed during the meeting. One was a detention basin on the entire bottom of the KM hill (Alternative L.1). We told them no because the bottom of the hill is the only property where we hold the majority of our special events and we can't have standing water where a child could drown.

The second alternative is a much smaller area at the bottom of the hill next to our Maintenance facility (Alternative L.1A). It is better however it will still be a ¼ of the bottom of the hill that we couldn't use for special events and we would have to put snow fence up during events. The dimensions are 30'x176' at the bottom and the top is 85'x260'. MWRD said that alternative could be made larger to accommodate future building of the CN Center. Director Fullerton told them it took the park district many years to purchase each parcel of land to protect it to use as open space for our events and not to hold water. There was a drowning at a pond in Hickory Hills a long time ago so we can't have standing water. A third option is to make the current detention that the City owns larger which is between the bakery parking lot and our tennis courts but that option is not enough detention. Of course that is a better option for us since it doesn't touch our land. A fourth option is to purchase property next to the dentist and dry cleaner on Roberts Road so Larry Boettcher, from Public Works, is going to find out if the owners would like to sell their property to Cook County (Alternative L.1C). The land is owned by the Nursing Home and another lot by the Dry Cleaners and one of them said no to selling their land and one said maybe. That land would not be enough because they need at least 10 acres. Director Fullerton showed a picture of another option that would widen the detention that the City owns and make it bigger and then Public Works mentioned taking away a portion of the Maintenance Facility (MF) parking lot and then put in a new driveway on each side of the MF so we can still navigate large vehicles into the garage. Also, they mentioned in the meeting that Roberts Road would not be torn up in 2018 because this situation has to be resolved first. The commissioners agreed to wait and see what Public Works finds out first. Also, the commissioners are against putting anything at the bottom of the hill but would be open to the MF idea and the County and City would have to attend a Board meeting to discuss this option with the park commissioners. The commissioners said they think the bottom of the hill is eminent domain and can't be touched. Director Fullerton said she called Jennifer at V3, the County's Engineer, to tell her about the MF idea but she has not returned that call from two weeks ago. When we build onto the CN Center we will have to put detention underground and the cost could be more than \$200,000.

Financial Software Purchase:

We are in the process of researching software companies to replace our financial software by Vermont, called FinTrac. FinTrac will be discontinued in 2019 or 2020 however it is getting difficult to have questions answered in a timely manner. We met with Harris – Smart Fusion and many FinTrac users have switched to them because it is similar to FinTrac. Harris has quoted \$38,000 and we will continue to get other quotes.

Annual Financial Report:

The financial audit has now been filed with Cook County Clerk and Treasurer's office, Dunn & Bradstreet, Standard and Poor's, BMO Capital Markets, Bank of New York Mellon, Moody's, Municipal Securities and PDRMA later in the year. The audit also has to be filed with the Illinois Comptroller however they have delayed the filing on-line until end of September.

Miscellaneous:

The Board meeting in November begins at 6:45pm for the tax levy hearing.

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

Dave Hutchinson, part time employee in maintenance, found a wallet and personal items which was returned to an employee of First Midwest Bank.

NEW BUSINESS:

Commissioner Kosnick asked if we could purchase a Fire Extinguisher sign to hang from the ceiling next to Activity Room C. Director Fullerton will purchase it.

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

The meeting was adjourned at 9:50.m.

Secretary

ATTEST:

President