

BOARD MINUTES

August 10, 2020

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on August 10, 2020, at the Krueger Park Recreation Center, 9100 S. 88th Avenue, Hickory Hills, Illinois.

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

Also present were: Jennifer Fullerton, Executive, Jim Murphy, Maintenance Manager, and Angel Sanchez, Recreation Manager.

APPROVAL OF MINUTES

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve minutes of July 13, 2020. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve minutes of July 20, 2020 Special Meeting. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

Nothing to report

PUBLIC COMMENT

No public was present either in person, electronically, or by phone.

MAINTENANCE REPORT

The maintenance department has continued to cut the parks on a weekly basis through the month of July. All the shrubs have been trimmed, mulch spread throughout the district, and low tree branches were pruned. A non-selective weed killer was used throughout the parks where needed. Martin Park's waterfall was pressure washed last month. Cedar Valley Express Blower topped off the following playgrounds fall surfaces last month: Petkiewicz Park, Doug Osborne Park, Woodland Park, Marty Ptacek Playground. The cost to spread 100 yards was \$3,025.00. When camp ends, the maintenance department will begin cleaning Krueger Park for the fall programs which includes cleaning light fixtures, replacing all bad lamps & ballasts, washing walls and painting. Dunn Rite cleaning will strip & wax the activity rooms. The maintenance department will strip & wax the gym bathrooms & shower rooms. Muhammad Ali (part time maintenance) resigned his position last month. The one summer employee that the maintenance department had this season will be leaving August 18th.

Mr. Murphy said Commissioner Kosnick had mentioned that he heard there was a lot of garbage at Krueger Park. The maintenance department cleans up garbage every day at all the parks. We start at 6:30am and there is an employee at KP by 7am cleaning up. There is a lot of garbage on the grounds this year in all of the parks. You can walk the park and an hour later there is a lot of garbage. Director Fullerton said we can pay the employee at Krueger Park to clean up the park at the end of their shift on the weekends and pay for an extra 15 minutes. Commissioner Kosnick said that would be great to check at noon or 11:30am. Mr. Sanchez said it would be around 1:30pm before Labor Day. Director Fullerton said yes for the next few weeks on the weekends and then after that, it should get better since school is starting in-person.

RECREATION REPORT

On Saturday July 11th, we had 31 participants registered for Grand Bingo. It was the first special event program we have had in the State of Illinois Phase 4 plan with over 30 participants. The net was \$131.22. Participants

were given ample space to sit at a table and enjoy bingo. Over 40 prizes were awarded to participants including a grand prize winner for the cover all game. After speaking with participants enrolled in Gentle Flow Yoga, including the instructor Debbie Sernus, there was an interest in having a summer Easy Does It fitness class. We normally hold the Easy Does It in the summer at the Cynthia Neal Center but due to the current renovations going on in the building we did not offer the class this summer. We were able to offer a program on Thursday nights for 7 weeks running from July 16 – August 27. There were 11 participants registered for this program. Commissioner Zalas said the instructor arrives a little late but she does stay a little late. Mr. Sanchez said she drives far to get here. On Thursday, July 16, we had 9 participants attend the 21 double down blackjack program. We had a net of \$30.98 for this event. Participants had their cards dealt face up without touching them and the dealers would deal additional cards if needed. This helped with limiting the contact of cards to just the dealer. Poker chips were also sanitized and only distributed to individual winners without sharing among other players. The top five players received prizes. On July 24th, we held our annual Bike Rodeo. This is normally held in June. There were 50 participants that attended the program which included camp participants and residents of Hickory Hills. This year we did not have volunteers at each obstacle course. We utilized staff and the Roberts Park Fire Department who normally attend the event as the instructors of each obstacle course. They were assisted by the Hickory Hills Police Department that worked with Walmart to provide gift certificates for a winning boy and girl of this year's event. Due to the Coronavirus, bicycles are not easily available for prizes, but we were able to offer the gift certificates and additional raffle prizes for the participants. Due to the Coronavirus, we have had low enrollment and had to cancel the Saturday Karate program. We are fortunate to have our Tuesday Karate Program run with participants wearing face masks and keeping 6ft of social distance among one another when not participating in the class. They instruct and there is no contact or sparring. On Thursday July 30th, we had 6 participants registered for Spades Night. We are at a minimum number of participants needed to run the program but are offering it in hopes that people will understand that we are offering a safe program where participants can come and enjoy a card game. On Friday July 31st, we have 7 participants registered for Bunco Blast. Similar to our Spades Night, we are offering this program to participants at the minimum number for the program to run. We are slowly having adult and senior participants register for some of our evening programs due to the building being less busy during these hours.

Our Third session of camp began on Monday July 20th with 49 campers and ended on Friday. This is the last session of full day camp we are offering for participants before school begins in mid-August. We had three sessions for nine weeks with healthy campers. There is an abbreviated program the week of August 10 – 14 for participants who still need a place to go before school begins.

Many other fitness centers have limited hours. After doing some research on what other park districts and fitness centers are doing with their building hours, we have decided to close our building at 9:00pm during the week and 3:00pm on the weekends throughout the Fall, Winter, and Spring. Our normal Fall, Winter, and Spring hours are 5:30am – 10:00pm Monday – Friday, 7:00am – 4:00pm Saturday and 8:00am – 3:00pm Sunday. We will now have the hours of 5:30am – 9:00pm Monday – Friday, 7:00am – 3:00pm Saturday, and 8:00am – 3:00pm on Sunday. The change of hours during the week does not affect many of our Fall, Winter, and Spring programs at the park district because most programs end at 9:00 pm. Our summer hours currently end at 9:00pm and our building then closes at that time during the week. Our weekend hours end at 1:00pm both on Saturday and Sunday. Most programs end at 9:00pm Fall through Spring so this should work for everyone. Director Fullerton reviewed the sign in/out sheets and no one is in the fitness center after 8:00pm and

we close at 9:00pm. If we get complaints, we will adjust but it will help to cut down on hours with all we are spending on PPE and sanitizing/cleaning.

Commissioner Peterson asked if you are working on after school. Director Fullerton said yes, we have been working on it week after week. District 117 is in school all day except Conrady Jr High which is half days. We are assuming since some parents selected e-learning that they will not need any care for their child and want to be at home. Mr. Sanchez said the elementary students are starting an hour later so the morning school has extended times. The school district is working on busing to here like last year. Director Fullerton said that school in all districts is very different if it is in-person or virtual. District 230 is all e-learning for a month. Mr. Sanchez said elementary schools in Justice have half of the students going to school two weeks and half at home and then they switch. This is until the end of September. Director Fullerton said we are starting preschool, in person, and have 10 in the morning for 3 days a week and then 5 in the afternoon 2 days a week. The school district will have free preschool but it may fill. The kids will wear masks. Our preschool teacher said her granddaughter is 1.5 years old and wearing a mask in day care and is doing well with the mask. We will also offer virtual preschool but not for three hours because there is play time. E-learning will be the same price because you still have lesson plans and then we have to set up virtual e-learning. The preschool room will be set up differently with no rugs, soft items, some books, etc. Everything has to be cleaned between each class and at the end of the day. There will be glass dividers purchased for the desks so the kids can sit at the desk and take off the mask. There will be some outside activities in one of our gated areas like the splash pad. Ms. Stabosz is returning to preschool.

None of patrons have been sick including the fitness center, walking track, camp or anyone taking classes. We have taken temperatures which helps and just one person has had a higher temperature when walking in, but the temperature dropped once they cooled off. We have had to give full refunds for preschool, meaning all their money back because they were not comfortable coming inside to school and some moved their registration to January. Mr. Sanchez said he is making sure the WiFi will work in our rooms at KP because they will have to be on-line half the day and we are not sure how many can be on-line in each of our rooms. We will have Conrady students from 7:00am-11:00am or 11:00am-3:00pm.

Director Fullerton said we had a fitness center member ask to use the showers and they have been open. They can be used, and they will be cleaned after every use. The member will let us know when he is showering. Mr. Murphy said they will leave him a note when he showers. Commissioner Peterson asked how we are sanitizing. We have something similar to a weed sprayer, we don't have to wipe it off, and it is also sprayed on computers. Mr. Sanchez said most of the hard surface is sprayed and we wipe everything down. There is some equipment that is porous or made out of felt so we spray with an aerosol which is similar to Lysol.

Director Fullerton said we are not having a senior luncheon in September. The preschool and dance classes have to be moved to KP until October 4. This is due to the CN Center renovation because steel was delayed. Then the October and November lunch will be a 50/50 lunch. All participants will be registered for the afternoon session and once that fills, we will put them in the morning session. Commissioner Kosnick asked what the times would be. Mr. Sanchez said we are not finished planning, but it will be approximately 12:30-3:00pm for the afternoon slot. If there are two luncheons that same day, the entertainment will be first for the morning session followed by a meal and the afternoon luncheon would eat first and then have entertainment. The food needs to be hot for

both meals. Director Fullerton said the entertainer will cost us twice as much or we might have bingo for a while. Commissioner Peterson asked about the senior luncheons at the City. Commissioner Zalas said half want to come and half do not. There are at least 60 that want to come. Director Fullerton said one of the commissioners asked how it is going with the amount of people on a bus for trips. Director Fullerton said none of them have met the minimum. Commissioner Zalas said you won't get people on a bus unless you tell them how it will work. Mr. Sanchez said they sanitize everything. The bus driver wears a mask and after that it is up to you regarding how you want to space the participants. Bus companies will tell you they have to operate at 50% but you can put a couple together. You have to wear a mask on the bus. Commissioner Zalas asked if we can take their temperature before the bus and put it in our brochure. Director Fullerton said we will take temperatures and it is in our fall brochure.

Director Fullerton said there was a patron coming from Florida who said she quarantined for 13 days and asked if that was okay to attend a program. We said no because it is 14 days. Commissioner Zalas said Cook County does not mandate the quarantine so it is suggested. The City of Chicago mandates the 14 days. Director Fullerton said she knows, but if we allowed her to come to the class after 13 days and got the class sick because we didn't go 14 days then it would be an issue for all of our patrons. She just has to wait one more week to attend the exercise class.

There have been a lot of problems at Martin Park on every weekday with large groups playing soccer. We have had to pay our staff to go out there and ask the large groups to leave. Our recreation assistant has gone out there every evening and as soon as it gets better, there is another group. They need a permit if there are more than 7 people which is on our brochure and we give flexibility to the staff to let it go if there are 10 but no more than 10. There is a resident that keeps complaining about it. They can have up to 50 people, but our permit is for 7 or more. Commissioner Peterson asked if you could go out there and collect money from them at the field and let them play. Director Fullerton said no, we have to prepare the fields, have them sign forms and we don't want cash around by the fields. It has to be planned. There were 15 people at Kasey Meadow Park and we let them finish their inning but then they had to get a permit. The resident rate for the field rental is \$30 per hour and \$40 for non-residents.

TREASURER'S REPORT

Commissioner Zalas moved, seconded by Commissioner Morgan to approve Claim Ordinance 781.

Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick asked about check #4430. Director Fullerton said that is not a check number but a vendor number. It is Bronze Memorial for \$1,585 for the CN Center building plaque for the building renovation project. Commissioner Kosnick asked if it has letters across the building or a little plaque. Director Fullerton said it is the building plaque that has HHPD and the commissioner's names, Williams Architect, WB Olson, and the year. The size is 22x 24. 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 for July 31, 2020. There was \$500,000 cashed in from investments to pay bills for the Kasey Meadow Park and CN construction projects.

DIRECTOR'S REPORT

Kasey Meadow Park OSLAD Grant Project:

Commissioner Peterson moved, seconded by Commissioner Kosnick to approve PAYOUT #3 ALL-BRY CONSTRUCTION \$114,426.75. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

The board approved \$214,826.71 in July, however this payout would have been 100% of the skate park ramps. Since there are many issues with the skate park, 50% of that portion of the job was held back from the payout. The total for just the skate park ramps was \$150,900 so \$75,450 was deducted from \$214,826.71. All-Bry Construction received \$139,476.71 for payout #2. If you look at payout #3, All-Bry deducted \$83,833.33 from payout #3 for the skate park so that is \$75,450 and the rest is for retainage.

There was a construction meeting on July 30 to go over the skate park and various other concrete repairs. Prior to that, Jim and Director Fullerton met with Steve Karecki, who is a concrete expert, that assisted with addressing these issues and what can be fixed at the skate park. Steve works for WB Olson and has worked for Schaeffges Concrete for 30 years. Mr. Karecki said you are going to get hairline cracks on the ramps and at the base. There are less control joints on skate park ramps because the skateboarders do not like them. There was a meeting with park staff on July 30 to discuss these issues with All-Bry Construction and Upland Design. All-Bry and Upland told us what could be fixed and what will have to be left alone. There is a one-year warranty for the skate park, however Spohn Ranch gave the park district a five-year warranty. Spohn Ranch installed the skate park ramps and is a sub of All-Bry Construction. When the cracks appeared a few weeks ago, we told the Chicago rep from Spohn Ranch that their reputation is very good so they should stand by their product and give us a five-year warranty to prove to us that the cracks won't get bigger. Williams Architect and WB Olson also looked at the skate park and suggested not to touch the hairline cracks on top of the ramps. They both said most likely the hairline cracks will not get bigger and an extended warranty of more than a year would be best. Spohn Ranch met with Mr. Murphy on Saturday morning at 11am but he said he wasn't there to do a lot of repairs but to discuss it. They did a few repairs but more needs to be done. All other items on the punch list were to smooth out some edges on the ramps, remove rust coming out of one of the grinding rails, tighten screws, fill in air bubbles on the ramps and caulk the joints. The large stone bench is chipped in places at the base from bringing it in with straps from the crane. The manufacturer is sending a concrete filler that is the same color and product as the bench. All-Bry replaced the bike rack with a new one since the bench we wanted to keep was inset into the concrete and can't be installed that way. It must be surfaced mounted. All-Bry has replaced all the concrete squares that were cracked when they were installed. The garbage cans were on asphalt, but they put them on a cement square and did it at no charge. All the amenities are in and now we are waiting for the courts to dry before they are color-coated. The fence still needs to be repaired and gates installed. The soccer goals are regulation size, so they are large. The projected date for completion is in the middle of September and if it is finished, we would open for one month on October 1. The skate park closes every year on November 1. Commissioner Peterson asked about skateboarders going in the skate park and how often it happens. Director Fullerton said they are in there everyday and we have to keep asking them to leave and fix the snow fencing. There will be no grand opening for the Kasey Meadow Park and auxiliary police will be hired to close the skate park if we open in October.

Cynthia Neal (CN) Center Renovation:

Commissioner Peterson moved, seconded by Commissioner Kosnick to approve PAYOUT #6154 ALL-BRY CONSTRUCTION \$448,796. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

The building is starting to come together. The new office has been framed out and the new bathroom walls are almost up. All the steel has been installed after the two-week delay. The demolition for the roof and windows

has begun. The windows, sprinkler system and new water service will be installed the first week of August. The furniture was ordered last week.

Commissioner Kosnick asked about the sprinkler so it was a certain circumference for the pipe and then they decided they do not need anything that big and made the circumference smaller and then went back to the original size. Did he explain why he didn't see this before they okayed it. Director Fullerton said it was designed to be a certain circumference and during value engineering, we were cutting items from the project and were told we could go with a smaller pipe because that is what the architects and construction managers were told. They consulted with someone and I thought it was the fire department or inspector. They thought it was okay to reduce the size per regulations and found out after that they had to go back to the original size. They thought that size was for a much larger building, but in the end, they couldn't reduce the pipe. So, they went back to the size they originally had. Commissioner Kosnick said if we go through this next year, we will think twice about hiring them. Director Fullerton said the architect was told they could reduce the size and doesn't believe it was Williams Architect's fault or WB Olson. We have to go with what is the regulation for that size. Commissioner Peterson said you should be able to add on to the building with this bigger pipe. Director Fullerton said maybe but she would have to check if we added on to the building.

On the original schedule, the CN building was going to open on September 14 and now it is opening on October 5, if we have building occupancy. On October 5th, we'll have participants in the building, but the project will not be complete, and the offices will not be completely set up. Dance and preschool will be moved to KP and some scheduled programs that were to be held at KP had to be canceled or moved. It is a loss of some revenue, however, it was better than shortening the dance and preschool schedule.

Even though we cannot have a grand opening for the building renovation, we would like to cut a ribbon with the commissioners, park staff, Williams Architect and WB Olson staff that worked on the project. Commissioners are available on Thursday, October 1st at 4pm for the ribbon cutting. Also, polo shirts will be ordered for the staff that worked on the project, commissioners, WB Olson, and Williams Architect and worn at the ribbon cutting. Commissioner Peterson asked if they could buy their shirts for their advertisement. Director Fullerton said they did split the cost of the plaque so she can ask them to split the cost of the shirts three ways.

Coronavirus:

You must spend \$3,300 to get the grant for personal protective equipment from FEMA. This grant is called Request for Public Assistance. The district has spent more than that, so we applied for the grant two weeks ago and on Friday we got approved for the grant. It does not say 100% reimbursable but we are assuming it is. It should cover all the purchases for hand sanitizer, gloves, staff time and products for cleaning and disinfecting, playground disinfecting solution, masks, the plexiglass and thermometers. There will be several different documents to submit and payroll for staff disinfecting and cleaning. There will be additional products to order.

Everyone is still in Phase 4 in Illinois with 50 people or less. There are a steady number of customers visiting the Kreuger Park Recreation Center each day. The staff are preparing for fall programs. The fall festival was canceled.

Carnival 2021:

Juanita Salerno from All Around Amusements called and said they have August 26-29, 2021, open for a carnival date. This is the same carnival company that the district has had in the past. They would like a two-year contract, instead of the one year that we proposed, and the language should be the same. It does not appear that there are any large carnivals on that weekend. We will not be able to have the Fall Festival in 2021 since it would be a lot of work to have these two large events so close together. We will still have National Night Out in early August. Commissioner Kosnick moved, seconded by Commissioner Peterson to approve a two-year contract with the date of August 26-29, 2021 for the first year. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Spring 2020 Bottom Line Report:

The board packet contains the Spring 2020 Bottom Line Program Activity Report. There was a 97% decrease in the bottom-line net spring revenue. The net revenue was \$1,073 in 2020, \$38,184 in 2019 and \$60,454 in 2018. Number of classes was 30 in 2020, 87 in 2019 and 83 in 2018. All programs had a decrease due to closing the CN Center on March 16 and KP Rec Center on March 17 because of the Coronavirus. There were a few programs held in each program area and each program page will show the net amount.

Vandalism:

On 7/15/2020, someone broke the plastic window lookout from the tube slide at Kasey Meadow Park. At Martin Park someone lit a garbage can on fire. On Sunday, someone smashed the lid and liner for one of the garbage cans at Krueger Park and it is only two years old. If it is damaged again, we will have to remove the garbage cans and only bring them out for camp, after school, and rentals.

Annual Financial Report:

The final audit draft was distributed, and the bound copy will be in the September packet to approve. Next month we will go through the budget, line by line, and the audit at the same time. The auditor asked if he needed to present it at the next meeting and he was told no, it is not necessary.

There was a material weakness in the audit draft, but it is now a deficiency. Deficiency is better than a material weakness, but we have had both for various reasons such as creating checklists, adding a signature line to each batch that we proofed and hiring an accountant to do the adjusting journal entries. The deficiency is on p. 11 and says the following "Accounting Records Maintained on a Cash Basis. Controls need to be implemented to prevent the occurrence of material misstatements in the presentation and disclosure of the financial statements, including the related footnotes. Someone with the necessary accounting expertise to prevent, detect, and correct a potential misstatement in the financial statements or notes needs to read, review and approve of the financial statements. If these controls are not implemented the risk of material misstatement remains high within the organization. The annual financial statements must be presented on an accrual basis to be in accordance with GAAP (Generally Accepted Account Principals). When accrual basis entries are not adjusted the reader of the financial statements cannot truly know the economic position that the District is in. This significant deficiency can be mitigated by making the necessary entries to book the accruals at year end". Adjustments must be made every year. An example is a ComEd invoice that is mailed in May but is for April service. That cost must go back to April, so an adjustment is made to allocate those costs for last fiscal year ending April 30. Director Fullerton has always done them. She gives that spreadsheet to the auditor and the auditor gives her these entries

back and Director Fullerton enters them. Now they want a CPA to create the entry and enter it. Also, revenue has to be deferred each year. For example, fitness center memberships are for one year, so every membership that goes into the next fiscal year has to be adjusted. Every year the auditors have had to do some journal entries. Sikich, our current audit firm, said they do not want to do them because they should not audit our books and do the adjusting journal entries. Now, our accountant that does our bank rec has had to take on a much bigger role in the audit and must make these entries. The auditors are trying not to do any entries so that is why it was a deficiency. This has never been mentioned by any other auditing firms other than Sikich. Commissioner Morgan asked if you can do the entry and the accountant proofs it. Director Fullerton said no, she must create the spreadsheet and enter it in our financial software and then proof it. For the audit, Beverly Meekins, our accountant, put in 14 hours of work for the audit and charged half the amount for a total of \$500. This is the last contract year for Sikich so we will look for another firm. Other park districts have said Sikich is over the top. The audit approval is one month later because Ms. Meekins had many questions for the auditor and changes. Commissioner Peterson said auditors will always find something to write you up on. Director Fullerton said Ms. Meekins said that our district is different in that the executive director does the financials and all other districts have an accountant with a CPA. She asked Ms. Meekins how much would it be for what she does in financials for the district. Ms. Meekins said \$18,000 per year and that would include the budget, levy, and the monthly and yearly financials. Tammy prepares the claim ordinance and bank rec for revenue so that would remain the same. We will want to get her started on this in two to three years before Director Fullerton retires in five years. Otherwise you are hiring an executive director and a full-time accountant, and it is expensive. Accountants are starting at \$90,000 with a few years' experience.

Miscellaneous:

The June fitness center and walking track report was included in the board packet. We had 1,358 visitors last year and 111 this year in June. Mr. Sanchez said that we have had some new members and everyday we have more members coming in. Some fitness centers that were 24-hour fitness centers are closing at around 10:00pm, some at 7:00pm or 8:00pm, and some close in the middle of the day from noon to 1pm to clean the fitness centers because they are larger facilities.

The employee of the summer was Justin Klug in the maintenance department and he received \$100. This is Justin's second summer working in maintenance. Ariel Harris-Blacher was the runner up for employee of the summer and received \$50. Ariel has worked in camp and after school for two years. They are both excellent employees.

The board meeting on September 14 will be held at Krueger Park in Activity Room C. The CN building will not open until October 5. Director Fullerton shared her August vacation.

Commissioner Morgan thanked everyone for their hard work and for keeping everyone safe and healthy. It is an excellent record as other camps were unsuccessful and had to close.

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

The meeting was adjourned at 8:21p.m.

Secretary

ATTEST:

President