

BOARD MINUTES

October 19, 2020

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00 p.m. on October 19, 2020 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

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

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

APPROVAL OF MINUTES

Commissioner Zalas moved, seconded by Commissioner Jerantowski, to approve minutes of September 14, 2020. Ayes: Jerantowski, 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 will continue to cut the grass through October, then mulch leaves in November. Perennial plants have been cut back and we sprayed City Hall for broad leaf weeds. The parks have to wait for the spring since maintenance is busy with the renovation to CN and KM park. The south and east sides of the Cynthia Neal were seeded, and a straw blanket was put down. The drivers' side door was not closing properly due to corrosion on the door and hinge. The door and hinge were replaced by Enzenber & Mitchell Auto Repair and the cost was \$1,500. A logo was put back on the door. This truck is used a lot and has 65,360 miles on it. Commissioner Kosnick said there was a check 3527 for \$594 for the truck and was it a used door. Mr. Murphy said it was \$594 at first but they called him back and asked him to come look at the door. It was completely rodded, and she couldn't weld it. There is a second check on those lists of bills for a total of \$1,500. It was a used door.

The skate park was closed October 4 due to vandalism with a lot of graffiti. We have removed the spray paint on the porous concrete. We used a graffiti remover Spohn Ranch recommended and it did a good job. The security cameras are connected so the skate park opened on Friday, October 16. We opened the skate/basketball but didn't put up signs or a marquee message that we were open. The skate park will close on November 1. Director Fullerton said we have had a lot of trouble with the kids going over the fence and with vandalism. Today they were in the closed splash pad when she was driving by it at 5pm and then they went over the fence at the skate park at 5:45pm. An officer was driving by and said he would get them out of the skate park after the call he was on. It has been a difficult summer with the kids going over the fence and the amount of vandalism at the park area we just renovated.

The building landscaping had to be delayed due to the construction schedule. The best thing at this point will be to landscape in the spring. Hacienda Landscaping will hold their price till next year. Maintenance will put brown mulch around the building until the landscaping is put in. Martin Park's waterfall will be shut down the first week of November. Kasey Meadows/Krueger Park irrigation systems will be blown out the last week of October. Tennis court will be closed November 15th. There will be park security on Halloween with hours of 7-11 pm.

RECREATION REPORT

Due to the limited number of special events held at the park district in 2020 and volunteer opportunities, we are cancelling the Volunteers in the Park (VIP) party for 2021. For the limited number of participants that did volunteer during the 2020 year, we will offer a small “Thank You” gift for their assistance this year. After having discussions with city council member of community affairs, Debbie Ferrero, about the possibility of having our Children’s Christmas party, we have decided to cancel our joint event with the City of Hickory Hills. We do not think that we would be able to run an event that will be limited to 50 participants at a time with keeping participants safe and with wearing masks at all times. Changing the event location to outside only creates more challenges for park district staff and city officials to coordinate and run effectively.

Our personal trainer of 9 years, Kristin Hass, has decided to turn in her resignation at this time. Due to “one on one” personal training instruction in the fitness center and personal health concerns, she has decided not to return as our personal trainer. Personal training sessions have not been popular since the Coronavirus began because of the close proximity to other people when working out in the fitness center. We will currently remove the personal training sessions from the upcoming Winter/Spring Brochure.

On Friday September 25th, we held Sensational Soup and Paninis with 28 participants attending. We had a net of \$130.14 for this event. On Wednesday, September 30th, we had 17 participants attend the trip to Starved Rock. Participants were given enough room to social distance on the bus and enjoy a beautiful fall afternoon at Starved Rock outdoors. We had a net of \$60 for this event. On Friday, October 2nd, we had 7 participants attend Spades Night. The net was \$15.01 for this event. We are looking to offer this program during the day in the Winter/Spring 20-21 brochure instead of the evening. On Tuesday, September 17th, we had 28 participants attend Bingo Night. The net was \$120.08 for this event. On Friday September 4th, we had 16 participants attend Progressive Rummy. The net was \$52.58 for this event. On Friday, September 11th, we had 34 participants attend our annual Pizza Tasting Buffet. The net was \$96.58. Both Gentle Flow and Easy Does It fitness classes began in September with a strong amount of participants enrolling in both programs. Each class has 16 participants enrolled in the programs. We have had about 10-12 participants in these programs throughout the summer.

Commissioner Zalas asked what we are offering for Halloween. Mr. Sanchez said we have a Halloween decorating contest next Tuesday. It is free for residents and they can decorate the house. They can register over the phone or in person. There will be 1st-3rd place winners and Fasano’s Pizza is donating gift cards. There is another event on Halloween. It is an egg hunt with up to 50 participants and there will be a costume parade. There are 37 people registered and it will be held outdoors.

TREASURER’S REPORT

Commissioner Jerantowski moved, seconded by Commissioner Zalas, to approve Claim Ordinance 783. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. 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 of September 30, 2020, and included the September investment statement. Director Fullerton said \$100,000 was cashed in for the CN project. Commissioner Jerantowski moved, seconded by Commissioner Zalas, to approve the Operating Statements for September 30, 2020. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Cookie Dough can be purchased for the dance fundraiser. A link can be provided for whomever is interested.

We received notice from our attorney that the Governor signed an Act that said election day does not close all local government buildings. The election is held at Krueger Park so that building is open. There are programs at both buildings. The CN building will be closed until dance begins. The full-time staff have been notified previously that they can have the day off and have made plans. It would not be right to take that away from them. Commissioners agreed to keep it as a day off. Commissioner Kosnick said to tell them that the legislators notified you that it is not a necessary holiday but since we feel we are such a great organization that we will give you the day off.

Kasey Meadow Park OSLAD Grant Project:

The five-year warranty for the skate park is finished. It was accepted by me and our park attorney reviewed the final version. The Pepsi gate didn't fit right when the machine was moved to the site. They are fabricating it right now. Landscaping is complete now. We will receive closing documents and the final payout. There will be an audit conducted by Sikich. Jennifer Weisenberger from IDNR was on-site September 29 to review the grant project. The benches in front of the CN Center were not installed yet since we were waiting for the concrete to cure. Pictures of the benches were sent to IDNR on October 5th. Jennifer loved the project and commented about all we have done at Kasey Meadow. She said how beautiful the park is with a lot of amenities throughout the park.

Cynthia Neal (CN) Center Renovation:

Commissioner Jerantowski moved, seconded by Commissioner Morgan to approve PAYOUT #6156 for \$466,045. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

The ribbon cutting and opening of the building will be on Monday, November 2, at Noon. WB Olson and Williams Architect will also be part of the ribbon cutting and picture. Hopefully, the letters with HHPD and the CN Center will be in.

The metal siding and the gas connection delayed the project. There are a few pieces of metal siding missing but it is on the side of the building. Now, it is the dance floor sanding and re-coating that is delaying us from opening because they couldn't start until this week due to scheduling. We will not be set up completely in the building when we open on November 2, but dance and preschool can start that day. The offices won't be set up on November 2. The computers, server and phone system are ordered but may not be installed by November 2. Krueger Park can take calls for CN until the phone system is operable. We have not had the phone system all summer. Many contractors are still entering the building. Sealcoating the parking lot should be this week. We will be working on this building with getting it set up and this will take until January. WB Olson will put the letters on the building as soon as they come in. Mike Rivard, the construction manager, will not be on site after tomorrow. Doug from WB Olson will be on site for a while until the project is finished.

Office furniture approval is on the agenda since we need to purchase additional file cabinets. Originally, the intention was to keep the old file cabinets that were in the executive director's office. They are over 20 years old. The price is under \$5,000 so no board motion is necessary but would like to confirm that it is okay to purchase. Commissioners agreed to purchase the file cabinets for the executive director's office.

We are over budget with project by \$60,000. Construction is \$35,000 over as of today. Furniture and fixtures (owner's cost) are over by \$22,000. There was a water line that went out to the parking lot and public works wants it tapped which will cost \$11,000. Public works said we had to get the water disconnect tapped and we didn't know about this. Williams Architect and WB Olson didn't know it had to be done and hasn't had it done on other jobs. We also had to pay for a \$9,120 permit to the City. David Freeman, our park attorney, called and said typically park districts don't have to pay for permits and we also hear the same from other park districts. The City said it was because they had to pay a third party. Other cities have to pay a third party and still don't charge their local park district for the permit. So, out of the \$60,000 over budget, \$21,000 is from the City. The bid for the door hardware was \$50,000, so we got it down to \$7,000 by eliminating some of our current locks. There was a lot of extra wiring, drywall, masonry, wall prep, electrical for the automatic doors and more in the camera room. Asbestos was much higher since there were additional areas, for example, the kitchen. The budget for TOPO and hazard survey was \$5,000 and we spent \$21,000 which also included testing. Mr. Murphy asked previously if \$60,000 is typical and Director Fullerton said yes and it could be \$100,000 over. We had to make cuts as soon as we heard about the cost of the permit. We have made cuts to the security cameras and phones and not as many storage shelves, etc. Commissioner Zalas asked why we cut money from the security cameras. Director Fullerton said we combined the skate park, splash pad and building cameras to one DVR which saved on cost. We cut the amount of cameras that were budgeted but the number of cameras installed has increased. Commissioner Zalas said one camera is not adequate for the skate park. Director Fullerton said it is one pole but there are several cameras at the skate park/soccer/tennis area, approximately 5 or 7. Commissioner Zalas asked what you are doing with the old file cabinets. Director Fullerton said we are leaving them at the Maintenance Facility for storage of records except for one which may be damaged and rusty. Commissioner Kosnick asked if the City is doing the tap. Director Fullerton said no. The contractor on the job is doing it. Mr. Murphy said the excavator has to dig up the street. You have to abandon the old water line. They will not let you leave it sit there. Director Fullerton said we paid the City for the permit. Also, all contractors had to get their own permit, too. The water tap is separate and Public Works told us we must do it, but we are not paying the City for it. We are paying the contractor to do what the City told us to do.

Commissioner Kosnick moved, seconded by Commissioner Morgan to approve the purchase of a server, not to exceed \$8,000. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. The old server is nine years old. The server is \$5,561 plus labor to install it.

Commissioner Kosnick asked about the silver box on the front of the building because it is ugly. This was brought up at an earlier meeting because there was no other place to put it without adding a lot of cost. This is the ComEd box, and it can't be painted or covered up with another decorative box. We can plant a taller bush to cover some of the box but it must be accessible to ComEd. The Hickory Hills Park District letters on the building are too close to the awning so they will be put to the right of the silver box. Also, we had an acid wash done on the bricks at the front of the building for \$350. Pictures were shown before and after the acid wash. The building was very dirty before the acid wash but now looks good. The HHPD letters are on the front of the

building to the left of the entrance. The Cynthia Neal Administration & Recreation Center will be above the bathroom windows, on the outside, to the right of the entrance. Commissioner Zalas asked if they are the same size. The HHPD letters are a little larger than the CN letters. Mr. Murphy said we can put some Upright Arborvitae to cover up the silver box. Nicor and Com Ed have to be able to get to the box.

The phone system has been ordered from Andromeda which is an on-site phone system (box). We were able to get some discounts for non-for-profit and an additional 10% off. The total cost is \$16,698.59 and includes the phone system at both buildings and the Maintenance Facility. The phone in the garage can be eliminated once we install the new system and select our phone provider (for example, AT&T, Comcast, etc.). The security alarm is wireless so there is no need for a phone line anymore.

Director Fullerton showed the back cover and inside cover that will feature the Kasey Meadow project and the CN project.

Landscape approval for CN Renovation:

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve landscaping for the CN Center for \$13,500 for Hacienda Landscaping Inc. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick asked who the bidder was for landscaping. It was Otto Damgaard Sons, Inc., P.O. Box 70, Kaneville, IL 60144 and the amount was \$49,887. The bid came in the morning of April 9. The bid opening was April 8 at 1:30pm.

Krueger Park Picnic Shelter Concrete Approval:

In 2018, when the picnic shelter was renovated, the contractor tried to fix some scratches on top of the concrete, and it failed. They scratched the concrete when installing the benches upside down. Innovation Landscape paid for the benches to be replaced for \$10,977.60 and \$2,160 for the 15 squares of damaged concrete. We received two quotes for the concrete repair. Schaeffges sent a quote for \$10,746 and Lagod Development for \$5,400. This would be for 12 squares (each 6x5) to be replaced. The quote Innovation gave us would be for a skim coat of concrete and a sealer. It is best to replace the squares entirely since the skim coat and sealer will fail in a year or two. Commissioner Jerantowski moved, seconded by Commissioner Kosnick to approve concrete to be replaced at the Krueger Park picnic shelter and it is \$5,400 for Lagod Development. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Gas Contract:

The gas prices for all our facilities are expiring at the end of December. The gas contract will renew at .3650 per therm for 36 months. The following is a comparison of prices with the contract beginning on January 1:

2013 .4320

2014 .4320

2015 .5210

2016 .4590

2017 .4590

2018-2020 .3680.

2021-2023 .3650

PDRMA Medical Insurance Plan Selection:

The following are the health insurance increases:

2021: PPO 2.1%, HMO 3.0%

2020: PPO 2.1%, HMO 2.5%

2019: PPO 1.5%, HMO 6.7%

2018: PPO 4.3%, HMO 3.2%

Some of the new changes are coverage for foot orthotics and specialty medication which has changed to a 30-day supply.

Dance 2019/2020 Bottom Line Report:

The Dance Bottom Line Report shows net revenue for dance of \$50,352 and \$66,553 last year. Instructor salaries decreased from \$22,676 to \$17,737. There was no revenue from the dance recital since it was cancelled due to COVID. The net for the previous year was \$4,823. The expenses were \$36,920 this year and \$50,107 for the previous year. The dance program had 683 participants this year, 878 the previous year and 892 two years ago. The net for dance classes was \$42,513 and last year was \$57,496. The amount refunded was \$28,468 and last year was \$10,238. The Tap, Competition, Poms and Hip Hop classes were the same. Ballet, Jazz and Lyrical saw decreases. Fundraisers (in Misc. Dance) had a net of \$1,743 and was \$2,932 last year. Dance costumes had a net of \$8,094 this year and \$5,635 last year. Gross revenue decreased by \$2,336 for costumes and expenses increased by \$5,619. There were more restocking fees the previous year for costumes.

Holiday Closings for 2021:

The following are the 2021 holiday closings:

| <u>Date</u> | <u>CN Office</u> | <u>Fitness Center</u> |
|---|------------------|-----------------------|
| Good Friday, April 2 | Closed | 5:30am-6pm |
| Easter Sunday, April 4 | Closed | Closed |
| Memorial Day, May 31 | Closed | 8am-noon |
| Sunday, July 4 | Closed | 8am-noon |
| Monday, July 5 | Closed | Regular hours |
| Monday, Labor Day, Sept. 6 | Closed | 8am-noon |
| Monday, Columbus Day, October 11 | Closed | Regular hours |
| Thursday, Thanksgiving, Nov. 25 | Closed | 8am-noon |
| Friday, Day after Thanksgiving, Nov. 26 | Closed | 5:30am -6pm |
| Friday, Christmas Eve, Dec. 24 | Closed | 8am-noon |
| Saturday, Christmas Day, Dec. 25 | Closed | Closed |
| Monday, December 27 | Closed | Regular hours |
| Friday, New Year’s Eve, Dec. 31 | Closed | 9am-noon |
| Saturday, New Year’s Day, Jan. 1 | Closed | 9am-noon |
| Monday, January 3, 2022 | Closed | Regular hours |

This is the holiday schedule for the recreation centers for next year. Commissioner Zalas moved, seconded by Commissioner Jerantowski, to approve the 2021 Holiday Closings. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Coronavirus:

Everyone is still in Phase 4 in Illinois with 50 people or less. There are a steady number of customers visiting the Krueger Park Recreation Center each day. Many employees have not returned to work, not because they are sick, but because of being afraid to return to work with the public. These employees include a preschool teacher, personal trainer, violin instructor and building supervisors. On the chat room with other park districts, there are some park districts closing between Christmas and New Year's. We do not intend on closing during that time.

CN Secretary Position:

Angelina Kelly, CN Secretary, gave her two-week notice that she will no longer work here. She recently moved to Indiana and would like a shorter commute to work to save on tolls and gas.

FEMA Public Assistance Program and Cook County Coronavirus Relief Fund:

All paperwork, including expenses, have been submitted to FEMA. Cook County announced a Coronavirus Relief Fund (CRF) for COVID related expenses for park districts on October 5 and the deadline is October 30. It is for reimbursements over \$5,000. At first we thought about not applying because you can't get reimbursement for the same expenses. Then, Attorney David Freeman contacted us about writing a resolution for it. The CRF will pay for the 25% that is not covered by FEMA and will cover any expenses after September 15 that FEMA doesn't cover. Commissioner Peterson moved, seconded by Commissioner Zalas, to approve RESOLUTION NO. 2020-4 APPROVING THE INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH COOK COUNTY. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Vandalism/Incidents:

There have been complaints from the residents across from Martin Park that large groups have been playing soccer on the fields. Some of the groups have been swearing, throwing garbage all over the park, drinking alcohol and leaving their empty containers at the park. These groups have not gotten permits even though asked several times by Angel and Eric. There was a group on Thursday, September 24, so I called the police because they refused to leave the field. One of the players approached me and said they have been out here 50 times, and no one stopped them. You need a permit for 7 or more players, and we can't have scrimmage in Phase 4 during Coronavirus. On the Monday after the incident, one of the players called Angel and said that the police said there was a fight. There was no fight at the park. I never told the police it was a fight, however, they may have heard them yelling at me on the phone and another person called, because several people came out from the apartments when they were yelling. The police issued tickets to the players and said the tickets were somewhere around \$175-\$275 each.

On Monday, September 28, there was a 12-year-old girl who was fondled at Kasey Meadow Park by a 17-year-old male. Commissioner Zalas asked if we could get a copy of the police report and a composite of the male since it is our property. He asked if there is a description of the male, that we could put by the monitor. Director Fullerton said she will ask for the police report and picture or a drawing of him. On September 29, someone peeled off two stickers from the outdoor fitness equipment. On Sunday, October 4, there was a huge amount of graffiti on most of the ramps at the skate park. We had been hit every other day by vandalism, so the skate

park/basketball and soccer courts were closed until security cameras were running for the skate park and CN Center. It reopened on Friday, October 16.

Commissioner Election:

There are “Jennifer notes” on the election for the local election authority details. There are three seats that are up for re-election which are the seats for Commissioner Jerantowski (4-year term), Commissioner Kosnick (4-year term) and Commissioner Morgan (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 14-21 and the election is April 6, 2021. Director Fullerton accepts the filing, and Ms. Muth, Business Manager is the backup person. The County does not send a local election guide or a candidate’s guide, but anyone can pull it up on the State of Illinois website or in the browser. Put “2021 State of Illinois Candidates Guide” in the browser and it comes up. On p. 43 is a link you can click to download each form that is needed. The number of signatures needed is 32 signatures which is determined by 2% of the 1,577 ballots cast in 2019 and this was confirmed with Cook County Election.

Tax Levy:

The attorney, Eric Anderson, from Staub Anderson, discovered that we are not capturing all of our tax dollars. When the limited tax park bonds were issued in December 2019, the debt service extension base levy authority increase for 2020 and 2021 was not known (the CPI), so all the bond ordinance could direct the County Clerk to extend for debt service on the bonds for 2021 and 2022 (payable with tax receipts for tax years 2020 and 2021) was the maximum amount authorized for 2019 (\$375,777.81). But, the debt service payable in 2021 is \$401,500.60; and now we know what the park districts debt service base extension levy is for 2020 because we know the applicable CPI of 2.1%, thereby raising the park district’s debt service extension base levy to \$404,880.63. So, by Ordinance 2020-342 we are simply increasing the debt service extension base levy for 2020 from \$375,777.81 to \$401,500.60 (the amount needed for 2021 debt service). The ordinance will also increase the 2021 tax debt service extension base levy for the 2022 debt service on the limited bonds to the current maximum of \$404,880.63, but as you can see this does not cover all the debt service on the limited bonds due in 2022, so, if the CPI for the 2021 allows for it, we will pass a similar ordinance next year to increase the debt service extension base levy for the shortfall. If we did nothing, the district would be leaving \$12,000 to \$18,000 on the table so Mr. Anderson contacted Chapman & Cutler. Chapman & Cutler prepared a supplemental ordinance to capture the shortfall of dollars. Chapman & Cutler is doing this at no charge but there will be some fees for Staub Anderson to coordinate and prepare the tax levy with the appropriate dollar amounts. There is a proposed levy ordinance that will be approved in November. There will be no notice and no ad that needs to be placed in the newspaper and no hearing in November. You need to hold a hearing only if the levy is above 4.99%. We asked for a 2.97% increase last year and this year is 3.03%. The EAV increased from 363,804,795 to 364,531,271.

Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve ORDINANCE 2020-342 AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Peterson moved, seconded by Commissioner Jerantowski, to approve RESOLUTION TRUTH IN TAXATION LAW RESOLUTION 2020-3 FOR THE HICKORY HILLS PARK DISTRICT. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. We don’t have to pass this resolution but it is a recap of the tax levy and

helps to understand it further. The tax levy ordinance is in the board packet so you can review it prior to the next meeting.

Miscellaneous:

The September fitness center and walking track report was included in the board packet. Director Fullerton has rescheduled her vacation and will try to take most of a week off if possible.

The Illinois Park Conference will be virtual this year. Commissioners will not be attending virtually.

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

The meeting was adjourned at 8:30p.m.

Secretary

ATTEST:

President