

BOARD MINUTES

November 9, 2020

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:01 p.m. on November 9, 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, Angel Sanchez, Recreation Manager and Tammy Muth, Business Manager. Resident: Cyndy Palmer.

APPROVAL OF MINUTES

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes of October 19, 2020. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

Commissioners received the Sept./Oct. PDRMA Health In Action newsletter.

PUBLIC COMMENT

The Halloween House Decorating Contest winners were announced and are as follows:

1st Place Cooper Family: \$125 gift card

2nd Place Klimas Family: \$35 gift card

3rd Place Palmer Family: \$30 gift card

Fasano's donated the gift cards.

MAINTENANCE REPORT

The maintenance department continued to cut grass through the month of October and mulch leaves in November. John's Pro Tree Service completed the following work for the District last month: Trim one oak tree that was hanging over the south side of the building and over one of the new HVAC units at Kasey Meadow Park. Grind one stump by the new flagpole. Remove 2 ash trees and 3 pines trees at Prairie View. These trees were dead. Grind stumps on all these trees (cost \$1,000). There will be four Red Maple trees planted this fall and will be 3' to 3.5' because the public tends to break the trees that have thin trunks. The skate park was closed for the season on November 1st. There has been no vandalism since the park was re-opened. The porta john was removed from the skate park on October 30. The cage for the pop machine at the skate park was retrofitted to fit the district's pop machine and installed on October 28. In mid-November, the maintenance department will be installing the sledding signs & snow fencing throughout the parks. The district's irrigation systems and splash pad were blown out on October 30th. Martin Park's waterfall pump was pulled today and is set for winter. The splash pad is winterized. The maintenance department spent numerous hours last month preparing the CN building for the November 2nd Opening. The crane in the maintenance facility received its yearly inspection from Uesco (Cost \$272). Doornbos is doing the fall maintenance on Krueger Park's HVAC systems.

RECREATION REPORT

Last month was the first senior luncheon since February. The participants and staff were happy to start the luncheons again. There were two luncheons on one day: 50 in the afternoon (1:00pm-3:00pm) and that slot filled first and 11 in the morning (10:30am-12:30pm). We served a hot meal and played Bingo.

On Friday, October 9th there were five participants that attended Pinochle with a net of \$12.54. On Friday, October 16th there were 16 participants that attended Progressive Rummy with a net of \$52.58. On Friday, October 23rd there were 22 participants that attended Dominoes with a net of \$41.11. On Friday, October 30th, there were 11 participants for Left, Center, Right dice game with a net of \$44.66. On Thursday, October 27th there was Texas Hold'em with seven participants and a net of \$41.95 There were 14 vendors to sell items at the Garage Sale. We controlled the amount of people that entered the gym at one time. There were roughly 65 – 70 people that entered to view or purchase items from vendors. The net was \$250.80. On Saturday, October 31st there was the first ever Halloween Egg Hunt and Costume Parade with 40 participants (split in two groups with a half hour difference). Everyone came dressed in their Halloween costumes to participate in a parade and to collect eggs filled with Candy. This event was held outdoors at Krueger Park and had a net of \$64.54. The new Abductor Inner/Outer Thigh Fitness piece arrived in mid-October. This piece replaced a similar Inner/Outer Thigh fitness piece that was broken earlier in the year. Just recently, the belt became loose on the new fitness piece and will be repaired. It is under warranty.

Commissioner Jerantowski asked what we had at the park this weekend because it was very busy. Mr. Murphy said it was a flag football rental outdoors. Mr. Sanchez said you also have a lot of people playing basketball at Krueger Park.

ADMINISTRATIVE REPORT

The preschool numbers haven't changed, which is not surprising. The children that are attending preschool really enjoy it and are having a great time. Ms. Gianna started decorating the room. Mini School is still on hold due to Covid and no one is registered for Kindergarten Kid's Place. Dance is doing well. We asked the dancers not to wear tap shoes for the first week due to the dance floor getting done and to enjoy the new floor for a week. Some dancers asked if Sporte Bear is going back on the wall since it was painted over. They love the bear and say door side or bear side when referring to the side of the room. We told them we are not sure yet if we'll put it back on the wall. Director Fullerton said Ms. Muth put that on the wall when Director Fullerton started working here. We don't have time to do it this year since we don't have a secretary at this time. Ms. Muth said one dancer tested Positive for Covid and was out for a couple weeks to take extra precautions. There was a dance instructor that was exposed to it at her full-time job and had to quarantine from her job due to a co-worker testing positive and also quarantined from our classes for 14 days. Director Fullerton said it appears that most cases are from getting it from a family member, someone they know, or someone they live with that got COVID. We have gone three weeks since the senior luncheon and no reported cases or illnesses. Ms. Muth said concessions brought in \$570 and did well with camp in the KP building. We will keep concessions at KP and will also bring them back to CN.

There were 10 Zoom interviews for the CN Secretary position and there were two 2nd interviews today. The secretary will be hired once references are called. There were 65 from Indeed and 4 from IPRA. Director Fullerton said it is secretary duties but also includes graphics and social media. The candidates did not have experience in RecTrac which is our registration software. Commissioner Kosnick asked where the two candidates live. Director Fullerton said one is from Burbank and the other is from Midlothian.

TREASURER'S REPORT

Commissioner Jerantowski moved, seconded by Commissioner Zalas, to approve Claim Ordinance 784. 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 October 31, 2020. Director Fullerton said \$1,000,000 was cashed in for the CN project and a large bond payment at \$387,000. There was no investment statement since October was not out yet and the board packet was delivered November 3. Commissioner Jerantowski moved, seconded by Commissioner Zalas, to approve the Operating Statements for October 31, 2020. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

The accountant, Beverly Meekins, that does our bank reconciliation, suggested changing the board meeting. She said, because when you retire, the next executive director or businessperson who will handle the month end will not want to process the financials in one day. You are always very rushed to get the financials done for the board packet. Ms. Muth starts the process of month end on the last day of the month, but we can't get all we need until the first day of the month, for example, the interest. Then at 7am on the first day of the month, I am sending the bank statement to Beverly so she can complete the bank reconciliation by the next day. It is very rushed for all of us. Then at the same time, I am preparing the board packet and it goes to the attorney for David to proof on that 2nd day of the month and then the board packet is delivered that afternoon or the 3rd day of the month. The 2nd Monday is very early so it would be better to move the board meeting to the 3rd Monday and would prefer the 3rd Thursday. Commissioners were ok to look into changing it on May 1 and had no conflicts but would like the 3rd Monday. Commissioner Morgan asked when the City had their meeting. Director Fullerton said she wasn't sure but knew it was on Thursdays and twice a month. After checking, it appears the City has their board meetings on the 2nd and 4th Thursday. We would have to post the change of the meeting in the lobby, the website and notify the newspaper.

DIRECTOR'S REPORT

Kasey Meadow Park OSLAD Grant Project:

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve Payout # 5 for \$115,205.20 to All Bry Construction. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. This is the final payout. All punch list items are complete. We received close out documents and will receive the final waivers and warranties by tomorrow before the final check is released. Also, the final invoice for Upland Design for \$16,868.40 will be paid tomorrow. No board approval is needed for the Upland Design check since the commissioners approved their contract previously. The next step will be to send all documents needed for the audit review required by IDNR for the grant.

Cynthia Neal (CN) Center Renovation:

Commissioner Jerantowski moved, seconded by Commissioner Zalas to approve PAYOUT #6157 for \$305,474. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

The CN building opened on November 2nd at 8:30am for programs and the ribbon cutting was held at noon that same day. There are still many punch list items that need to be completed and we are waiting on the signs for the outside and inside the building. There is still a lot to learn with how everything works, such as thermostats, lighting, alarm, door hardware and automatic door openers, etc. There is a leak in the bathroom sink that will be repaired tomorrow, and we will see other repairs come up. The server was installed, so I was able to work in my office for the first time today. Newspaper will go on the windows in my office until we get the blinds ordered. The phones will be installed this week, each building separately, so we should be able to accept calls except for a short time. My file cabinets come in next week, so there are still a lot of items to be moved from the Maintenance Facility. Mr. Murphy found some things on the roof when he went up there with the architect.

Election

We received several phone calls from the Cook County Clerk (CCC) on October 22 for the November 3rd election about using Krueger Park for another precinct. Director Fullerton said she told them no because Activity Room A & B is too small for two elections. Then CCC Election said they could make us cancel our programs and use other rooms. Director Fullerton called David Freeman and he confirmed, per the contract, that we would have to squeeze the second precinct in Activity Room A & B and provide the 4 tables and 12 chairs for both precincts. The contract does not state which precincts and how many will be in the room. In the end, we did not have to cancel programs or provide an additional room since it is not available due to scheduled programs. The person who called said the other election polling place would not return their call. Director Fullerton found out later it was St. Patricia's School that was the other place. We thought it may be the cost since the election in March cost the district \$240 in deep cleaning (same for this election) and we had to provide hand sanitizer and a few masks because none were provided the day of the election. Cook County gives us \$100 for the room. Director Fullerton heard from a parishioner that St. Patricia's didn't want to have the election due to the State restrictions on patrons entering the church. Angel opened the building at 5:15am and stayed to 10am, then the facility manager took over for the rest of the day at the front desk. Since we have had issues with the election this year, Director Fullerton arrived at 5:50am and stayed until 5:00pm. There was a line at 6am but nothing for the rest of the day. The election judges did make comments about how tight everything was in the room, but they worked out their issues. We used the two exit doors, one for each precinct. At first there was some arguing over how the room will function between the two precincts, but we worked it all out. It worked out ok so it would be ok to squeeze two precincts in the room again. Glen Oaks School was empty so why didn't they call them for a room. They are not a private school, so why couldn't they have told them the same thing they told us which was that you must provide the room for a precinct.

Commissioner Election:

There will be a notice posted on the CN front door on November 16 for the park district commissioner election. It can't be posted more than 30 days. It states the filing times are 9am-5pm Monday through Friday because those are office posted hours and the filling period is December 14-21 for the April 6, 2021 election. There are three commissioner seats with four-year terms. There was a person who called and asked about the commissioner duties. It was a little confusing because she asked what the commissioners do for the president, vice president, and secretary and she asked if they run and manage the skate park like opening and closing the skate park or run special events. Director Fullerton explained the staff takes care of those things and how the monthly meetings are run and that the commissioners volunteer at some special events when we have them and we don't have any committees.

Election Holiday Cost:

Commissioner Zalas asked about the cost for the employees to have the election holiday off. The cost for the eight full-time employees to have the Election day off is \$1,754. There are four employees that are salaried and would have been paid whether it is a holiday or not. So, the four salaried employees were to be paid \$1,211.76 in total and the four hourly were paid \$542.16 in total. Commissioner Zalas said the election day is not a holiday. Director Fullerton said it wasn't until this year. Commissioner Zalas said it is not this year either because they can't make it a holiday unless they pass it in legislation. Director Fullerton said they did pass it and then they took it away. Commissioner Zalas said that means they didn't pass it. Director Fullerton said when they passed it, she received an email from the attorney and right before the election they took it away and

that is what she explained at the October 19th board meeting and asked what she should do. Commissioner Zalas said you have to give them time off to vote but not the day off. Director Fullerton will show the emails and put them in the next board packet.

Carnival:

Juanita from All Around Amusement called and asked if they could give us \$5,000 for the first year as a sign on bonus for the 2021 carnival and then two more years without the \$5,000 because they lost a lot of money from the Coronavirus. Director Fullerton asked if we could have a two-year contract with the first year at \$5,000 and then the second year with no \$5,000 is fine. There is no need to put a COVID cancelation in the contract since the Governor makes the decision of whether anyone in Illinois can have a carnival. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve the two-year Carnival contract for August 26-29, 2021 and August 25-28, 2022 (Thursday – Sunday both years). Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Coronavirus:

Everyone is still in Phase 4 in Illinois and as of October 28th we went from 50 people to 25 people or 25% of room capacity. We have several programs that we are limiting the amount of people and rethinking which rooms that will be in. The senior luncheon is still on for November, but we can cancel up to Friday if there are more restrictions or a Stay At Home Order. The seniors really enjoyed the October luncheon, and it was so nice to see all of them.

FEMA Public Assistance Program and Cook County Coronavirus Relief Fund:

All paperwork, including expenses, have been submitted to FEMA and Cook County Coronavirus Relief Fund (CRF) for COVID related expenses for park districts. FEMA is 75% of expenses and you have to have at least \$3,300. Cook County is up to \$5,000 and will cover the 25% that FEMA doesn't cover. Hopefully, we will hear if we are receiving these grants by the end of November.

CN Secretary Position:

We received 54 candidates from Indeed in the first week of posting the secretary positions and three from the Illinois Park and Recreation Association job board. Commissioner Kosnick asked what is Indeed? Director Fullerton said it is a job search website. You post the position and then candidates can apply through Indeed for the position. There is a per day fee that you have your job posited and so far, we have spent \$98 for the posting. Ms. Muth said it is similar to an election newspaper ad. This is the second time we used Indeed. The full-time maintenance employee was hired through Indeed. IPRA is \$250 but we spent \$380 because they send an email blast to different sections with IPRA.

Vandalism:

Commissioner Zalas asked for the police report and a sketch of the 17-year-old male that fondled the 12-year girl at Kasey Meadow Park. In the board packet is the response from Brian Nelligan from the HH Police Department. Since the male is a juvenile, they will not be able to share photos or identifiers.

The person who did extensive damage to the grass at Kasey Meadow Park on Christmas morning (2019) has been arrested. The police said the State's Attorney will notify us of the court date. It is criminal and approximately \$3,800 in damages.

Disposal of Surplus Property:

This is for the disposal of a strength piece called the Mexican Vertical Chest Rowing/Long Pull from the fitness center from 1998 and an old box RCA TV from 2004. Commissioner Jerantowski moved, seconded by Commissioner Zalas, to ORDINANCE 2020-344 AUTHORIZING THE DISPOSITION OF SURPLUS PROPERTY. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Tax Levy:

The tax levy is under 4.99% so no resolution had to be passed last month but we approved it to see the decreases and increases. The corporate and special purpose property taxes extended or abated for 2019 were \$1,107,686. The proposed corporate and special purpose taxes to be levied for 2020 are \$1,167,779. This represents a 5.43% increase over the previous year. The property taxes extended for debt service and public building commission leases for 2019 were \$415,477. The estimated property taxes to be levied for debt service and public building commission leases for 2020 are \$401,500.60. This represents a 3.36% decrease over the previous year. The total property taxes extended or abated for 2019 were \$1,523,163. The estimate total property taxes to be levied for 2020 are \$1,569,279.60. This represents a 3.03% increase over the previous year. Any notice which includes any information not specified and required by this Article shall be an invalid notice.

Commissioner Peterson moved, seconded by Commissioner Jerantowski to approve an ORDINANCE 2020-343 PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR THE YEAR 2020 OF THE HICKORY HILLS PARK DISTRICT COUNTY OF COOK, ILLINOIS.

CORPORATE FUND.....	504,983.00
RECREATION FUND	504,983.00
POLICE FUND.....	5,000.00
UNEMPLOYMENT INSURANCE FUND	1,000.00
SPECIAL RECREATION FUND	<u>151,813.00</u>
Total Amount to be Levied in All Funds	\$1,167,779.00

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

Closed Session Review:

Commissioner Morgan suggested releasing the property acquisition from February 18, 2019. Director Fullerton said this was for property acquisition for discussion only for Lack & Sons Funeral Home when they were selling their building. We were not interested in it since we had the CN renovation so it can be released. Commissioner Morgan moved, seconded by Commissioner Jerantowski, to release the closed session minutes from February 18, 2019 for property acquisition. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Peterson moved, seconded by Commissioner Zalas, that no other closed session minutes will be released at this time under the CLOSED SESSION-REVIEW, APPROVAL AND/OR RELEASE OF CLOSED SESSION MINUTES UNDER SECTION 2(C)(21) OF THE OPEN MEETINGS ACT. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

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

The meeting was adjourned at 7:49p.m.

Secretary

ATTEST:

President