

BOARD MINUTES

March 8, 2021

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00 pm on March 8, 2021, 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.

APPROVAL OF MINUTES

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes of February 8, 2021. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve the minutes of February 8, 2021 Closed Session content only 2(C)(1). Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

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

PUBLIC COMMENT

Nothing to report.

PUBLIC HEARING FOR BUDGET/APPROPRIATION ORDINANCE

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to open the public hearing for the proposed hearing of comments on the Budget/Appropriation Ordinance 2021-345 of the Board of Commissioners at 7:03 pm on March 8, 2021 at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. No citizens were present and no comments were made. Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to close the public hearing at 7:04pm to the regular Board meeting. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

MAINTENANCE REPORT

Mr. Murphy presented the maintenance staff report, and it was placed on file.

- Tennis courts open & lights operational April 1.
- Thorguard System (lighting detection) will be operational by May 1.
- Martin Park waterfall will be operational May 1.
- Skate Park will be open April 1.

The following issues are being addressed regarding the CN renovation: 1) Gutter froze up and filled with ice by the east door. The water from the melting ice got under the concrete slab & moved the concrete, preventing the door from opening. The best solution is to take out a few squares of concrete and redo the rebar that is going into the building. This portion of the concrete was a separate job from the contractor for the OSLAD grant park project so the district will have to pay for the concrete to be redone. It wasn't in the plan to put rebar in, however, when they were pouring it, we did see the rebar there and they did put it in the same way it was before, but something failed. The architect feels installing a downspout where the old one was would be their

first suggested remedy, however, it will have to be installed on the building and could be stepped on by sleds when the spout is on the ground. As a last resort, the district could install a heat trace, to heat the gutter. Also, we will caulk the expansion joint by the east door. This will prevent any water from penetrating that area.

2) There are some cracks in the concrete that are at the front entrance that will be fixed by the contractor under warranty work so while they are out, they will replace the concrete by the east door. 3) There appears to be wind coming through the windows because once in awhile we feel a draft from the windows. WB Olson is doing a test by putting plastic on the windows to see if it moves during heavy winds. 4) There is a loud rumble in the business manager's office when the heat goes on. They will be able to put a damper in that diffuses the air a little more, so it is not gushing out. The same damper will be put in the director's office since it blows a lot of cold air when the heat comes on. 5) In the men's washroom, there is a faucet that would not stop running and other faucets that trickle out. The plumber has been out seven times already for the trickling faucets. 6) There are quotes coming in for landscaping. We have received one price for \$11,000 and it was budgeted at \$10,000.

We received a letter from the police about a false alarm call on 2/28/21 and if there are more than 4 false alarms, the park district will be charged \$50 and more than 8 would be \$100. Mr. Murphy said on 2/28/21 the double-sided tape failed so the alarm contact moved down a little and set the alarm off. When he arrived, the police were gone. The alarm can go off even if something falls off the walls. Commissioner Zalas said this is nothing new and police departments have been charging that for 20 years after a certain number of alarms. Many times, they have to wait until someone arrives.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. There was a discussion about putting the COVID cancellations on the front page of the website and to make sure it is in the summer brochure.

Director Fullerton said there will be one concert this year which is National Night Out (NNO). Director Fullerton called the sponsors to make sure they were on board with sponsoring the event and also to let them know we are going to charge \$3 for a circle of 1 to 6 people so there will be advanced registration for this event. First Midwest was asked to send the annual sponsorship letter for \$3,000 which is for all the events and \$500 is allocated to NNO. The Library said yes for \$500. The fire department has always given us \$500 but she hasn't heard back from them yet. Director Fullerton read Chief Hobart's email regarding not committing to sponsoring NNO at this time. He commented that hopefully the invitation to participate is not directly connected to our funding. Only sponsors that contribute funds to the National Night Out are invited to physically be here during the event. Commissioners asked how much to be there for National Night Out. Director Fullerton said this year the cost is \$4,500 for the band and the give-away item and the library, fire district and First Midwest Bank give \$500 each. The police gave \$1,200 last year and in the past they have given us more than other sponsors so we could hire a better band. Commissioner Peterson asked how much we pay for auxiliary police to be at the concert. Mr. Murphy said we pay \$22 per hour to hire auxiliary police to be at our concerts and events and it is a minimum of four hours for one person. Commissioner Peterson asked can you not pay auxiliary and can the police take it out of that budget. Commissioners concluded everyone has to be treated the same and the policy is if they want to be at the event then they have to pay the minimum sponsorship fee of \$500.

Director Fullerton said she talked to our City Clerk about the new charges we are seeing from the City and mentioned about the police not committing to the sponsorship for NNO. She asked for me to call the Mayor but when Director Fullerton calls the Mayor, he asks that I speak with the City Clerk. She said the umbrella of the City has given us new charges since the pandemic. Also, park districts in Will and Kane County received \$50,000 each from their City that received the Payment Projection COVID relief dollars but not us and we have

lost \$200,000 in revenue since tax dollars only cover 30% of our revenue. Other fees this year were a permit fee for \$10,000 for the construction project that we didn't incur for the KP building renovation, the 10-cent charge for gallons purchased from Public Works, letter for more than 4-8 alarm police calls and now the withdrawal of the police from NNO. She said she was disappointed with all these new charges especially during the pandemic.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. Ms. Muth shared a video that she received from a parent on how happy she is with what her child has learned this year in preschool. The first dance competition is this Sunday, and we can have 50 parents for each age group. They must purchase the tickets from us. They will be dancing with masks on.

As per an employee request, Ms. Muth investigated the ERI (Early Retirement Incentive Program). It is not a benefit to the district with no full-time positions to cut. There are nine full-time employees at the district.

TREASURER'S REPORT

Commissioner Jerantowski moved, seconded by Commissioner Peterson, to approve Claim Ordinance 788. 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 February 28, 2021, which includes the US Treasury statement. Director Fullerton said \$100,000 was cashed from US Treasuries for the CN project. That is the last treasury to cash in for the CN project. Commissioner Jerantowski moved, seconded by Commissioner Peterson, to approve the Operating Statements for February 28, 2021. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Director Fullerton said she applied for a \$50,000 grant for the ballfields at Kasey Meadow Park from Scott's (turf and fertilizer). She found out about it from a personal email she received from the White Sox and MLB. They will announce the grant recipients at the end of April.

The school district asked if they could put ribbons on our poles for the Sandy Hook event. No one can come into our facilities and put items on the poles. We get requests for lost dogs/cats, garage sales, someone having a benefit for a friend or family member or someone wanting to sell their car. The school will not be able to do this, and she has already called them to let them know.

Kasey Meadow Park OSLAD Grant Project:

On February 5, 2021, IDNR sent a letter that the final payment of \$160,187.50 will be processed soon and everything is approved.

Cynthia Neal (CN) Center Renovation:

Commissioner Jerantowski moved, seconded by Commissioner Peterson to approve payouts # 61510 for \$28,256 and 61511 for \$3,357. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. This is the final payout so any issues will be addressed under warranty. Most items have a 12-month warranty. The project won't be complete until landscaping is finished. The following is a recap of the project:

Total \$2,944,000 (\$2,586,000 budgeted plus \$358,000 bid acceptance). This includes the alternates which were for the kitchen, dance windows, concrete sidewalk, and the junction box as well as over budget by \$358,000. This is before the project started.

It was \$2,960,333 for the final total project cost (including \$10,000 budgeted for landscaping). This includes the \$10,000 permit from the City of Hickory Hills that we didn't know about before the construction began.

Transfer of Funds:

Commissioner Jerantowski moved, seconded by Commissioner Peterson to approve ORDINANCE 2021-346 TRANSFERRING CERTAIN ANTICIPATED UNEXPENDED FUNDS BETWEEN CERTAIN ITEMS OF APPROPRIATION SET FORTH IN THE COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2020 AND ENDING APRIL 30, 2021. Section 2: That certain anticipated unexpended funds in the RECREATION FUND, in the total amount of \$100,000.00 are hereby transferred to and appropriated for the items indicated as follows: CAPITAL PROJECTS FUND-Misc. Income 100,000.00. That certain anticipated unexpended funds in the CORPORATE FUND, in the total amount of \$120,000.00 are hereby transferred to and appropriated for the items indicated as follows: CAPITAL PROJECTS FUND-Misc. Income \$120,000.00. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Zalas asked how much that leaves in each fund. Director Fullerton said the fund balance for the Corporate Fund is \$779,333 and for the Recreation fund, the fund balance was \$1,461,983 as of April 30, 2021.

Coronavirus:

A memo was sent to all the employees on the CDC guidelines for traveling and a website they can refer to. There are still two employees on unemployment. We had a third employee that was laid off in maintenance but the programs are very low so we will call that person back once revenue picks up. Director Fullerton said violin lessons will start up, after a full year, and will begin the middle of March. It appears most students are coming back. Senior luncheons are at 50% capacity and we can serve a hot lunch. We have 41 for the afternoon time slot and the maximum is 50 people. There is one person in the morning so that will be canceled. The fitness center capacity was 10 and is now 20. We will have National Night Out, the Carnival and no Fall Festival. We applied for two grants for COVID PPE (personal protective equipment) and received \$5,000 from Cook County last week. The FEMA grant hasn't come through yet. Director Fullerton said FEMA has refused \$5,781 so far. She had two conference calls with IEMA since the Cook County grant came in. We may have to return money to FEMA if it is the same expenses as the Cook County grant but for now, IEMA said to do nothing.

Social Media Request from Girl Scouts:

The Girl Scouts of Greater Chicago and Northwest Indiana requested that we post the flyers virtually on all social platforms and to our contacts. We have never posted anything virtually for organizations/agencies, however, we allow flyers to be placed in our lobby for non-for-profit Hickory Hills organizations. If we allow it for one organization then we must allow it for all requests. Currently, we have links to the City of Hickory Hills, Roberts Park Fire District, The Hills Chamber, Green Hills Library and School District 117. In the past we have received many requests from other organizations, such as Boy Scouts, Cub Scouts, food pantries, companies offering free financial seminars, doctor offices, rehab businesses, Pillars, senior assisted living, Together We Cope, private companies that offer dance and gymnastics classes and so on. After discussions, the commissioners said it is not approved to put flyers up for the Girl Scouts on the park's virtual networks.

Fuel System Maintenance Charge:

Public Works will be adding a 10 cent per gallon system maintenance charge for the total quantity of fuel invoiced each month (letter in board packet). This charge will cost the district approximately \$300 per year. The invoice doesn't show any taxes charged, however, Sue from Public Works said it is in the base price. Public Works has to pay motor fuel tax for the gas they purchase so they are also charging tax. Sue went over a list of repairs to the pump and that it takes one hour to produce the fuel report and the 10 cents barely covers that. How much do we save in fuel by going to Public Works? The January invoice from Public Works was \$1.99 for unleaded gasoline. Director Fullerton filled up at Costco on 2/1/21 and it was \$2.459 per gallon. In January, the district used 105.90 gallons of fuel for \$210.74 for gas purchased at Public Works. If purchased at the pump, it would have been $105.90 \times \$2.459 = \260.41 for a difference of \$49.67 for one month. Mr. Murphy said it is more convenient because it is difficult getting a trailer in at regular gas stations.

2020 Fuel Purchase Annual Report:

Fuel purchased for our vehicles decreased from 2019 to 2020 and was \$2,540 less than last year with 599 fewer gallons used. Number of gallons decreased due to shut down of facilities and programs during the Coronavirus. See below for fuel history:

2020 – 2176 gallons, \$4,214 (average price per gallon \$1.93)

2019 – 2774 gallons, \$6,754 (average price per gallon \$2.43)

Commissioner Zalas asked what the daily mileage is for the trucks. Are you just cruising the neighborhoods? Director Fullerton said the report shows the yearly mileage for each truck. Mr. Murphy said it varies per month. We don't cruise the neighborhood, however, we have to drive the parks at least a few times a day. There is fuel purchased for tractors and mowers, too. Director Fullerton said on the weekends they must go to every park because we have a lot of garbage and vandalism. If she sees a trend that the gas is higher for any vehicle, then we investigate it.

2020 Pepsi Concessions Report:

The Pepsi commission was \$3,176 in 2020, 8,954 in 2019 and \$9,506 in 2018. The profit/net revenue was \$822 in 2020, \$3,159 in 2019 and \$3,544 in 2018. In 2020, 87 cases were purchased, 207 cases were purchased in 2019 and 220 in 2018.

2020 Utility Comparison Report:

The utility comparison report for 2011 to 2020 was on the board packet. This report includes usage and dollars spent. The following is comparing 2019 to 2020:

Phone – usage decreased by 20%, total dollars increased by 26%

Water – usage decreased by 52%, total dollars increased by 9%

Gas/Heat – usage decreased by 13%, total dollars decreased by 4%

Electric – usage decreased by 13%, total dollars decreased by 27%

2020 Vandalism Report:

Vandalism has increased from this past year. The Skate Park and Krueger Park had the most vandalism with three occurrences each. The vandalism totals were 2020 – 10, 2019 – 9, and 2018 – 16.

Vandalism/Incidents:

On Friday night at 19:48, 2/19/21, three people from the sled hill entered the building to use the washroom and stole our temperature check device. We have identified the person who took the device and gave the security camera video to the police as well as notified staff to keep a look out for this person. Also, the person who wanted to shovel the KM path made another comment about how City Hall was shoveling around their facility. That is a building and is not as large as our walking trails. We did clear the snow on the KM pathway once it was half melted. Also, a person sent us a memo to shovel Prairie View so she sent it to the City since they own that pathway.

Budget Ordinance:

The totals from the working budget that you received last month are the same as in the budget ordinance. Commissioner Jerantowski moved, seconded by Commissioner Peterson to approve ORDINANCE 2021-345 MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2021 AND ENDING APRIL 30, 2022. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Miscellaneous:

The SWSRA Board has been interviewing to replace the retired Executive Director since December. There was an offer made to a candidate for higher than the posted salary, however, that candidate declined. We hired a consultant to conduct another search.

There was a discussion on how long Commissioner Jerantowski will remain on the Board past May 2021. The discussion was that Commissioner Jerantowski will be appointed in May. She said she would leave before the winter.

Commissioner Kosnick 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 8:50p.m.

Secretary

ATTEST:

President