

**BOARD MINUTES**  
**November 15, 2021**

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on November 15, 2021, at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

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

Also present were Jennifer Fullerton, Executive Director, Angel Sanchez, Recreation Manager, Tammy Muth, Business Manager and David Freeman and Thomas Garretson from Robbins Schwartz.

**APPROVAL OF MINUTES**

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve minutes of September 20, 2021. Ayes: Kosnick, Morgan, Peterson. Nays: Zalas. Motion approved. Commissioner Zalas asked if the September minutes should be amended. Director Fullerton said no she didn't need to put anything in the September minutes. She wanted to put a statement in the October minutes which she read at the October meeting and release the September and October minutes at the same time.

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve minutes of October 18, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve the minutes of Closed Session October 18, 2021, Closed Session content only 2(C)(1). Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

**SECRETARY'S REPORT**

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

Halloween decorating contest winners were announced. 1<sup>st</sup> place was Linda Klimas home, 2<sup>nd</sup> place was John Girdwain and 3<sup>rd</sup> place was Amy Barnard's home.

**PUBLIC COMMENT**

Nothing to report.

**MAINTENANCE REPORT**

The maintenance report was included in the board packet and placed on file.

**RECREATION REPORT**

Mr. Sanchez presented the recreation report, and it was placed on file.

**ADMINISTRATIVE REPORT**

Ms. Muth presented the administrative report, and it was placed on file. Dance costumes measurements will take place the week after Thanksgiving. Ms. Muth and the CN secretary will take turns with costume coordination, and it will be done during their class times versus a big crowd in this room.

**TREASURER'S REPORT**

Commissioner Morgan moved, seconded by Commissioner Kosnick, to approve Claim Ordinance 796.

Ayes: 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 Peterson made note of the Investment Report of October 31, 2021, which includes the US Treasury statement. Commissioner Morgan moved, seconded by Commissioner Kosnick, to approve the Operating Statements for October 31, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

### **DIRECTOR'S REPORT**

Charlie Huenecke announced his resignation. Charlie was our mechanic and has been employed here for 12 years. He said he is retiring to spend more time with the grandchildren. He worked mainly on Saturdays and was a wonderful person to work with. He saved the park district a lot of money by doing the repairs on the equipment in-house.

### **Rental Request for Trail and Parking Lot:**

A request came in from a non-profit organization called Gy6:W12 (Got your 6, watch your 12) to rent our walking trail and parking lot at Kasey Meadow Park and to use the restrooms at the CN Center on the morning of Thanksgiving. This is the first request for the trail, however, there have been several requests for the Kasey Meadow parking lots in the past. Residents have asked to rent the parking lot for overflow parking during their private parties. Also, the nearby church and the banquet hall have asked several times to use the lots. In the past, the park attorney did not suggest a rental of the parking lot because this could deter someone from being able to enjoy the playground and parks. That is why we haven't done it in the past. Ms. Muth said this is a turkey trot/run fundraiser and they want to race around our trail. They would like to use the parking lot and building for the restrooms. After discussion, the board decided not to authorize the rental to Gy6:W12 and continue not renting the trail and parking lots.

### **Marty Ptacek Park:**

There have been several meetings with the school district for Marty Ptacek Park. The school has requested to have some drawings before they begin the focus groups and meetings with the community to build a playground on the newly acquired open land. Upland Design will prepare two drawings/concepts for \$2,600.

### **PDRMA Rates and Review:**

Our rate went down from \$27,784 to \$27,694 which is a .32% decrease. PDRMA added an exclusion to clarify some language for copyrights, trademarks, and language for specially trained animals for districts that have animals and national historic buildings.

### **Minimum Wage:**

The board packet included a spreadsheet for the recommended raises for January 1, 2022. Also, there is a column that shows some employees receiving a raise on May 1, if their rate was still too low. The last column shows the cost for giving the January 1 raises earlier than May 1. On the last page is a scale for starting pay for all of the hourly positions. Commissioner Kosnick asked if it would bring them up to the legal par. Director Fullerton said the legal par is \$12 so that is bringing that part up. Once we give these two raises, we should be able to go back to May 1, however, it is difficult to predict what will happen when it is \$13 on January 1, 2023. Commissioner Peterson moved, seconded by Commissioner Morgan, to approve raises listed for January 1,

2022, and raises listed for May 1, 2022, as presented. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

**Maintenance Manager Position:**

We interviewed 11 people for the Maintenance Manager position and received over 25 resumes. There was an offer made to a candidate, but that person has not passed all of the testing requirements which is background check, driver's abstract, physical and drug screening.

**Attorney Board Meeting Attendance Cost:**

For Attorney Freeman to attend all board meetings per year, it would cost \$5,100 (\$425 x 12). The current budget for legal services is \$7,500 (includes the attorney attending one board meeting). Commissioners agreed to table it. Director Fullerton said to let her know if it should be added back to the agenda.

**Park Conference and Credentials Certificate for the Illinois Association of Park Districts:**

The board packet contained a packet from IAPD regarding the Credentials Certificate, Resolutions and Recommendations. The next annual meeting will be held at the Soaring New Heights Conference on Saturday, January 29, 2022, at 3:30pm. If any board member plans on attending this meeting, the Credential's Certificate would need to be approved and filed to IAPD by November 30. Attorney Freeman said you can have an alternate. After discussion, the commissioners said they will not be attending the meeting. The preliminary program for the conference was in the board packet. There were some discussions on details of the conference.

**Miscellaneous:**

The October fitness center and walking track report was included in the board packet. The dance room did not have any heat from Monday, October 25 until it was fixed on Monday, November 1. It was a gas valve and was covered under warranty. The Paycheck Pick Up Policy was added to the employee handbook and personnel manual. A memo was stapled to each employee's paycheck on Wednesday, November 3, and was included in the board packet. Debbie Grad has left the Hickory Hills branch at First Midwest Bank and will be moving to the branch in Crown Point, Indiana. She was thanked for all she has done for the park district and the wonderful relationship that has formed throughout the years between the park district and the bank. Also, she was thanked for being such a good friend and volunteer of the park district. I told her words cannot say enough how much we will miss her. All Around Amusement paid the carnival police invoice on 10/26/21.

The board packet included an email from Attorney Freeman regarding the President of the Board making a motion. A copy of the Employee Satisfaction Survey from 2015 was included in the packet. This survey will be updated and put in the next board packet, so the commissioners have time to review it. Survey Monkey is \$300 per month, and you must purchase a year membership. Paylocity is \$200 per month, and you have to purchase three months of their survey package. She recommends the paper survey. There was a list of meetings and workshops that Director Fullerton attended. Commissioner Kosnick asked what was the City's Stakeholder's meeting? Director Fullerton said they asked for thoughts on the future for the City of Hickory Hills and asked what we need more of in Hickory Hills. She mentioned we needed more trails since the current trails are used by the community. They were looking for feedback for their strategic plan.

We received three emails from the police chief, throughout six weeks, about one person complaining that our lightning detection keeps going off. The lightning detection goes on during inclement weather and then goes off when it is clear. It is working fine. Director Fullerton said she has been keeping an eye on it and when in the

office, the radar goes on and off during inclement weather and is working properly. It doesn't go off constantly for two hours and that was one of his complaints. She sent an email to the police chief to ask if it is the same time and day because it appears to always be on Saturdays at a certain time. He confirmed the emails are sent to the police Saturdays. The rentals are over, so the lightning detection was unplugged today. The CN lightning detection also controls the detection at Martin Park and that is where the rentals have been. Commissioner Peterson heard it go off on Saturday, but it wasn't for two hours and the weather wasn't that great.

**Tax Levy:**

The tax levy resolution had all the figures in it and was presented and approved last month. Commissioner Peterson moved, seconded by Commissioner Morgan to approve an ORDINANCE 2021-349 AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR THE YEAR 2021 OF THE HICKORY HILLS PARK DISTRICT COUNTY OF COOK, ILLINOIS BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE HICKORY HILLS PARK DISTRICT, COUNTY OF COOK, ILLINOIS:

**SECTION 1**

That a tax in the sum of One Million Two Hundred Eight Thousand and Fifty-Four Dollars (\$1,208,054) or so much thereof as may be authorized by law, be and hereby is assessed and levied to defray the anticipated expenses and liabilities of the Hickory Hills Park District for objects and purposes hereinafter specified against all taxable property within the limits of the Hickory Hills Park District, at full, fair cash value as the same is assessed and equalized for state and county purposes for 2021:

Total Amount to be Levied in All Funds \$1,208,054.00

**SUMMARY**

CORPORATE FUND.....513,000.00

RECREATION FUND .....511,605.00

POLICE FUND.....4,000.00

UNEMPLOYMENT INSURANCE FUND .....1,000.00

SPECIAL RECREATION FUND .....178,449.00

Total Amount to be Levied in All Funds \$1,208,054.00

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

**Annual Abatement Ordinance:**

Commissioner Peterson moved, seconded by Commissioner Morgan TO APPROVE ORDINANCE 2021-348 ANNUAL ABATEMENT ORDINANCE. AN ORDINANCE ABATING THE TAX HERETO LEVIED FOR THE YEAR 2021 TO PAY THE PRINCIPAL AND INTEREST ON THE GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2020B, OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS.

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

**Closed Session Review:**

Commissioner Kosnick moved, seconded by Commissioner Peterson, 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: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Peterson moved, seconded by Commissioner Morgan, to convene to closed session at 7:40p.m. to discuss agenda item listed as: 2(C)(1) DISCUSSION OF APPOINTMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEE OF THE DISTRICT, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE TO DETERMINE ITS VALIDITY. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. The commissioners came out of closed session at 9:08pm and resumed to the regular meeting.

Commissioner Peterson 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 9:10p.m.

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**Secretary**

**ATTEST:**

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**President**