

BOARD MINUTES
December 20, 2021

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:01pm on December 20, 2021, at the Cynthia Neal Center, 8047 W. 91ST 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 Zach Ingalls, Maintenance Manager.

APPROVAL OF MINUTES

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve minutes of November 15, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve the minutes of November 15, 2021, Closed Session 2(C)(3). Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

Commissioner Zalas received a newsletter from IAPD.

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. Director Fullerton mentioned that if there is no secretary tomorrow, the CN building will be closed for a few hours while she and the business manager serve food at the senior luncheon. Commissioners were fine with it.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. There are lower numbers for preschool after the new year, however, we have received many phone calls so it could be the same as the first half of the year. Preschool was closed for two days, December 16 & 17, due to three positive cases of COVID. There were 4 centerpieces and one wreath left over from the dance fundraiser. The costume day was different this year but didn't work out as well since there were some long hours that staff had to stay to do the measurements. Next year, we will go back to all costume measurements on one day.

TREASURER'S REPORT

Commissioner Morgan moved, seconded by Commissioner Zalas to approve Claim Ordinance 797. 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 November 30, 2021. Commissioner Zalas moved, seconded by Commissioner Peterson to approve the Operating Statements for November 30, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Employee Satisfaction Survey:

The employee satisfaction survey will be sent to all employees in January. Commissioner Zalas asked if Director Fullerton was sending it to the employees, and if they are sending it back to you. Director Fullerton said yes. Commissioner Zalas asked what will be done with it. Director Fullerton said she will tally it and share the results with the staff, managers, and the Board. It will go in an envelope marked Executive Director. They will get the survey and an envelope to put it in once it is filled out. Commissioner Kosnick asked where she got the survey from. Director Fullerton said she wrote an employee satisfaction survey for the last two park districts she was at and this is the same survey she wrote and it was very effective. There was a question added for this survey that says, "Do you feel your voice is heard from management/director?" Commissioner Morgan moved, seconded by Commissioner Peterson, to approve the Employee Satisfaction Survey. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Fund Balance Policy:

Commissioner Peterson moved, seconded by Commissioner Zalas, to approve the fund balance policy. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Marty Ptacek Park:

We have been having communications for Marty Ptacek Park for almost a year. An email was sent from the school district requesting that the park district fill out the zoning application for the land that the school district owns and also conduct a hearing and purchase a sign for the hearing (see email dated Nov. 16). Attorney Freeman sent his opinion on the matter as well (see email dated November 30). My recommendation is to take the playground down and not build a playground on the vacant lot. We don't know if the land is buildable and to go through the zoning and hearings is a big risk since the park district doesn't own the land. There are two lots in that neighborhood and one is \$750,000 for 560'x 265', off of 78th Avenue and another lot is \$100,000 for 10,000 square feet but it is a small lot between two homes. We will want to have a playground project within the next three years, so the new maintenance manager has some experience with park renovations. So, the recommendation is to renovate Osborne Park and not do anything with the section of the neighborhood where Marty Ptacek Park is located. Osborne Park is 20 years old, and we will apply for an OSLAD grant. That grant will take us a year to get and then we can build in 2023 or 2024 depending on when the grant is awarded. We want to notify the school about taking the playground down since we have a lease agreement. The school may ask if we can keep it up for a year because they want to tie it in with a construction project for that same space. In the lease agreement, it says they would want the park district to remove the playground. It doesn't say anything about the surface once the playground is down, but they want us to notify them that we are taking that down. The playground can last another year and we can wait until 2023 to take it down. Commissioner Kosnick moved, seconded by Commissioner Zalas, to pass on the vacant lot and take Marty Ptacek playground down. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Asset Management Software:

PDRMA will no longer provide software for assets through AssetWorks, however, they will provide the appraisal through a different company called Duff & Phelps. PDRMA provided the assets for free but said they should only provide an appraisal since assets are used for accounting purposes. The cost to stay with AssetWorks will be \$1,800 per year for their asset module. We have been using this software for over 17 years. Duff & Phelps also sent a quote for their asset module for \$1,900 if we wanted to change to their software. The auditor we used this past summer, Lauterbach & Amen, also sent a quote which had several levels, however, the quote that was comparable was \$2,000 (called Level 2). There is no need for the board to approve this contract

since AssetMax/Works is in our policy manual, however, you will see the invoice for their services annually from now on.

Maintenance Manager:

Zach Ingalls has been hired as the park district’s Maintenance Manager. Zach has been working here since June 2020 as one of our full-time maintenance employees. Previously, he worked for a local plumbing and sewer company for five years and Chicago Ridge Park District for three years. We hired the replacement for the full-time maintenance position and his name is John Genardo. He lives in Frankfort and works for a landscape company that cuts Tinley Park and Orland park districts and has a pesticide license. One of his tests still must come in, however, he will start January 4. We are still looking at a candidate for the four days a week part time maintenance job. The Saturday mechanic job, 7:30am-Noon, was posted on Indeed from Friday to today and we have received some resumes and are reviewing them now.

Annual Safety Award:

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve the annual employee safety award as presented. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Miscellaneous:

The November fitness center and walking track report was included in the board packet.

Mid-Year Budget Review:

The board packet includes a comparison of October 31, 2021, with the last two years’ budget ending on October 31, 2020, and October 31, 2019. The highlights were discussed at the board meeting.

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

The meeting was adjourned at 7:56p.m.

Secretary

ATTEST:

President