

BOARD MINUTES

April 18, 2022

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on April 18, 2022, 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 March 21, 2022.

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

SECRETARY'S REPORT

Nothing to report.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Mr. Ingalls presented the maintenance report, and it was placed on file. Director Fullerton said we are using a new company called Lavin for the playground mulch. We used Cedar Valley for mulch for the past several years, but Lavin will be saving us \$400. Also, we are looking at sealcoating projects for Kasey Meadow. It will be for the walking track and a parking lot. We would like to grind the two parking lots at the front entrance to the building/playgrounds, but it would cost \$100,000.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. Commissioner Morgan said it seems like the different activities are making money again. Mr. Sanchez agreed and there are a lot of people coming in to register for summer camps.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. Regarding dance, we received the signed contract this afternoon (for the dance recital), so we are good to go. It went up \$305 from two years ago. We pay for labor, not the rental of the building because we get that for free since we are considered District 230 residents. We took the total cost and divided it by each ticket and for all three shows we need to sell 230 tickets. We usually sell 500 tickets per show. We have received 20 applications for the secretary position and have interviews set up for this week for that position and for the recreation assistant position.

TREASURER'S REPORT

Commissioner Zalas moved, seconded by Commissioner Morgan to approve Claim Ordinance 801.

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 March 31, 2022. There was \$300,000 transferred to US Treasuries which is from tax distributions coming in. Commissioner Peterson moved, seconded by Commissioner Morgan to approve the Operating Statements for March 31, 2022. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Employee of the Year:

Christine Oikle was selected as the Employee of the Year and received a \$200 check. Christine is a Facility Supervisor who opens Krueger Park Monday through Friday and works some other positions. Sarah Udaykee was selected for the Year-Round Runner Up/Golden Ticket Award winner and received a check for \$100. Sarah works in dance, preschool, after school, volleyball classes and has been helping us in the office since we don't have a secretary.

Placement Agent Engagement Letter:

Eric Anderson from Piper Sandler has reached out to us for the next series of bonds. In his email he said, "As you may recall, the plan was to refund the next three years of Alternate Revenue Source Bond debt service in addition to generating \$500,000+ for new capital projects. My initial planning indicates that the Limited Park bonds issued to refund the ARS Bonds will need to be approved at your October 17 meeting so that the bonds can be priced and closed in order that payment on the Series 2019 ARS Bonds can be made on December 1. We will need to present to your Board and conduct a BINA Hearing first, so looking to see when in April or May you and I can kick this process off." Director Fullerton spoke with Mr. Anderson after this email and it was determined that instead of a three-year bond, it would be best to go with a four-year bond. He said we could also go even further out than four years. A four-year bond would be best so the new director can work on the projection of capital projects that will be needed for the next bond after this one. The three-year bond falls right around my retirement date/year. There is quite a bit of work to do on projecting capital projects as well as revenue growth that is difficult if you are just starting. The following is the schedule for the new 2022 bond: 1) At this April meeting, the Board will need to approve the enclosed engagement letter. 2) At the July meeting, Mr. Anderson will present the financing and the best option(s) for the bond issuance. 3) At the August board meeting, a hearing will be conducted, 4) At the October Board meeting, will be the bond sale. After receiving the board packet, Attorney Freeman asked if we worked with him previously, so Director Fullerton responded yes for a very long time, over 10 years. He is with Piper Sandler and previously it was called Piper Jaffray and before that it was BMO. Commissioner Kosnick moved, seconded by Commissioner Peterson, to approve the Placement Agent Engagement Letter as presented by Eric Anderson. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. Director Fullerton asked for Commissioner Peterson to sign under her name. She said normally I would sign it, but because it is a new contract, she wants a board member to sign it. The policy manual lists certain contracts she can sign without board approval such as copier leases, however, this is not one of them. Director Fullerton said this contract/letter has nothing to do with the retirement. This bond will be for four years so one year past her retirement. We are getting the bond now and there are projections you have to do. The next bond will expire one year after she retires, and the new director will have an easier time doing the projects for the next bond.

Fitness Center Equipment Purchase:

All of the fitness equipment was purchased through Direct Fitness, including the NuStep, and here is why: Direct Fitness NuStep T5 was \$5,995 – no cost for these items, no shipping, no delivery. Heartline NuStep T5 was \$6,190 plus shipping = \$6,457.95. The fitness equipment has shipped and was installed on April 7.

Marty Ptacek Park:

The Marty Ptacek playground will be taken down in early June once school is out. Director Fullerton contacted Kids Around the World to donate the playground, however, they will not be able to take it down because the spiral slide doesn't fit in their shipping boxes. Additionally, they can't take a portion of the playground because of how it connects to the slide, and they are not interested in taking just the swings. The maintenance staff will take it down and fence it off during the demolition. Most of the playground area is mulch so sod will be put in

place once the playground is gone. Concrete curbing will remain. Mr. Ingalls said we can water from the fire hydrant and we'll get a meter from public works. Commissioner Peterson asked if it was concrete curbing or a concrete bottom. He asked if the school doesn't care anymore about that playground. Mr. Ingalls said he thought it was concrete curbing and some concrete forms. Director Fullerton said she told the school superintendent that the park board met, and we are going to take it down after school gets out. She responded that she would let the buildings and grounds department know about it and then no other emails after that.

Osborne Park:

Director Fullerton showed the t-shirt design that Tammy Muth designed for the Osborne Park Pals for the public input meetings in May. The mailing for the public input meetings went out to surrounding homeowners in the middle of April. It will be announced through press releases, the marquees and in the summer brochure. There will be two public input meetings for Osborne Park: Saturday, May 14, at 2pm at the park and Monday, May 16, at 5:30pm at the CN Center. We will have some refreshments. IAPD announced that the Governor released \$56 million for the OSLAD grant and that we should hear about the grant application in the fall.

Concert Trailer:

We had the big inflatable band shell, but it got a rip in it. The last time we had a concert, we only used the stage. Zach Ingalls got a price of \$80,000 for a hydraulic stage trailer and \$50,000 for a non-hydraulic trailer from a company in Kansas. Director Fullerton got a price from a company in Carol Stream and in Kansas, and she showed pictures of a few concert trailers. You can rent a concrete trailer and she got three quotes for \$2,260 per concert on the low end to \$4,000, so approximately \$8,000 for three concerts. There was a discussion of whether the concrete trailer is needed. It would be stored in the gated area behind the garage. Commissioners mentioned in the past that the stage is kind of boring down there. After discussion, it was decided to only use our stage and nothing else. Commissioner Kosnick said you can spend more on the bands if you save the \$50,000. Director Fullerton said no, because the trailer would have come out of capital and the bands are in the operating fund, but you can spend \$50,000 on other capital items since we are not purchasing a trailer. Commissioner Morgan asked if we are charging for concerts this year. Director Fullerton said yes but only for National Night Out. It is \$3 per spot to reserve a spot. Also, what if COVID restrictions change again and you must socially distance? The public really liked that they could book a spot and we opened spots up until the day before the concert, so everyone had the opportunity to book a spot. The people that showed up the evening of the concert had to be outside of the snow fence but could hear and see the band. They also liked that we charged a small fee for the Egg Hunt because kids were getting run over from a lot of people coming in previous years.

Office Furniture:

The new chairs were purchased for \$75 each from Office Furniture Center in Chicago that sells used office chairs, desks, etc. Three new guest chairs were purchased for the recreation manager and recreation assistant offices. The older chairs were 11 years old and were peeling. There won't be a disposal of assets for those chairs since they will be brought to the Maintenance Facility.

Safety Policy Annual Review:

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

Statement of Economic Interest:

Director Fullerton participated in a webinar on the Statement of Economic Interest (SOEI) which went over the new questions that were asked in the SOEI. The recorded webinar and some handouts were sent to the

commissioners and managers from Robbins Schwartz. If you don't file by May 1, the fine is \$15 up to May 15. Then May 16-31, it is \$100 per day and after May 31, you forfeit the eligibility of your office seat. If you don't file at all, it is a Class A misdemeanor. You can file at the Cook County Clerk in person. You must list specific shares if your stock is worth \$10,000 and you have to put the name of the stock not just the software you use for trading or brokerage firm. During the Q&A portion of the webinar, Director Fullerton asked "If the district uses ADP software and a staff member purchases stock, do they have to sell their stock because it is a conflict of interest?" They discussed this in the webinar and said it would be a good idea to disclose it to the Board. The reason why Director Fullerton asked this question is because we changed to Paylocity for our payroll software in 2013 and a few years after that she purchased 100 shares of Paylocity stock, so I am disclosing this to the Board. Director Fullerton also asked during the webinar, if you must list the exact address of your rental property and the speaker said no. Cook County specifically asks for the exact address in the SOEI. If you own a vacation home and rent to family members and you charge them over \$7,500 per year, then you must disclose it. Your retirement/pension doesn't have to be listed but it may say, you must list it if it is not who (the district) you are filing it out for. You don't have to list your personal residence nor checks or savings account. A commissioner asked about a mutual fund. Director Fullerton said it may be on the list that she sent to the commissioners. You can change your answers and re-submit your SOEI.

Miscellaneous:

The February fitness center and walking track report was included in the board packet. The secretary position has been posted on Indeed and the response has been very good with receiving 27 resumes. Resumes are starting to come in for the new Recreation Assistant and currently we have received three of them. It was advertised on the IPRA website and at Moraine Valley Community College. Also posted was a maintenance 32-hour job on Indeed and we received 16 resumes. Attorney David Freeman sent an email today about a rate change for 2022 from \$190 to \$200 and this would be in effect in May for June billing. The commissioners were fine with it.

Commissioner Morgan 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 8:07p.m.

Secretary

ATTEST:

President