

**BOARD MINUTES**  
**December 19, 2022**

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on December 19, 2022, 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, Zach Ingalls, Maintenance Manager, Tammy Muth, Business Manager and Angel Sanchez, Recreation Manager.

**APPROVAL OF MINUTES**

Commissioner Morgan moved, seconded by Commissioner Peterson, to approve minutes of November 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. Public Works snow plows our parking lots from 4am-5:30am and we are responsible throughout the day for the lots and sidewalks. All basketball courts are closed now.

**RECREATION REPORT**

Mr. Sanchez presented the recreation report, and it was placed on file. The Four Winds Casino trip was a loss of \$69.90 with 34 participants. The September Four Winds trip was canceled due to low enrollment. There was a larger group of 13 staff that took CPR/AED training. The cost was \$450. This training is good for two years. Commissioner Morgan asked if the bingo always does that well. Mr. Sanchez said, "yes because it is Grand Bingo. We had 60 participants with a net of \$326.10."

**ADMINISTRATIVE REPORT**

Ms. Muth presented the administrative report, and it was placed on file. Three more registrations came in for preschool that begins in January. We had four table wreaths left from the dance fundraiser since we must purchase them in cases. The average age for senior luncheons was in the board report. The largest age group for the luncheons is 79-83 years old. Director Fullerton said that there wasn't a staff holiday party, however, the staff received a black water bottle and \$10 gift card. Previously, we had a bowling party, before the pandemic and the gift the staff received during those years was smaller since there was also a party. Most of the holiday staff parties amongst other park districts were not held this year either. We recently asked the current staff about bringing back a potluck or holiday staff party next year. No one said that they missed the party so most likely there won't be a holiday staff party next year and it will be a larger gift. We typically would invite 35 employees to the bowling party and approximately 16 would show on an average year.

**TREASURER'S REPORT**

Commissioner Morgan moved, seconded by Commissioner Kosnick, to approve Claim Ordinance 809.

Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Zalas made note of the Investment Report of November 30, 2022, which includes the US Treasury statement. Director Fullerton said \$50,000 was cashed in from the investment account and transferred to the checking account since the district was low on funds. The district received a new bond for \$479,676.27 on 11/30/22. \$300,000 was invested in US Treasuries on 11/30/22. The district has two CDs that are earning .15% and expire in March. They are both \$100,000. Director Fullerton said she reached out to the bank to cash these in early which means there will be a penalty of \$39 per CD and then open two new CDs at 3.85%. There may be some signature cards that the commissioners will need to give to her and a copy of the IDs or drivers' licenses. Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve the Operating Statements for November 30, 2022. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

## **DIRECTOR'S REPORT**

### **Capital Project Recap:**

In the board packet was a list capital projects taking us to 2026. The capital budget fund balance was \$239,007 on 4/30/22 plus \$475,000 received from the new bond on 11/30/22 for a total of \$714,000. The spreadsheets show projects that are complete: the Maintenance Facility door, Marty Ptacek Park removal, Krueger Park Rec Center floor in A&B, the Gator and the tuckpointing but not the sealant for the roof. The new truck will be coming in soon. The projects for 2023-2026 will be: the replacement of the 06 truck, KP tennis court coloring, the marquees, windows for A&B, HVAC for KP and MF and Osborne Park. The splash pad water table will not be removed since a new water table is \$23,000 with installation. There is nothing wrong with the current water table other than some seals that have to be replaced and the color is fading. There is a breakdown of Osborne Park in the board packet and how we are paying for it. There will be \$60,000 taken out of capital and the rest will be put aside from special rec and spread out for three years: \$58,000 for 21/22, \$70,000 for 22/23, \$61,000 for 23/24. Osborne won't be done until the summer of 2023 or 2024. We also got a quote on tuckpointing the Maintenance Facility building for \$111,000 from Bruno Tuckpointing. There is nothing set aside for this in capital, so we'll have to keep this in mind as we move along with current capital projects. Mr. Ingalls said the worst side of the building is the side the bakery is on. When they put the building up, they used special wiring that goes behind the brick and then they mortared it in. After so many years it rusts out and is pushing out all the old mortar and this is starting to happen a lot. Director Fullerton said that the building was purchased in 2007 and we have replaced the roof, some of the HVAC, the warehouse doors and a small metal door.

### **After-School 2021-2022 Bottom Line Report:**

The After-School net revenue was \$54,307, in 21/22, \$30,543 in 20/21, \$55,168 in 19/20 and \$70,258 in 18/19. There were 4,307 enrollees in 21/22, 1,990 enrollees in 20/21, 6,091 enrollees in 19/20 and 8,296 enrollees in 18/19.

### **Deadly Weapons Coverage:**

There was a question at the last meeting about what is covered by the Deadly Weapons Coverage. The first page is a recap that PDRMA provided at the Property/Casualty Council meeting that outlines the coverage. The full policy was included in the board packet. Commissioner Morgan asked does that mean if we had a trip going to the casino and there was a problem at the casino, we would be liable, correct? They do sign a waiver. Commissioner Zalas said it should be a different word other than off-site. It is a different location, but you brought them there. When people go somewhere, they go because someone else takes them there and that is your liability. Same as a person that goes to the store for you. You are still liable for them. Director Fullerton will ask PDRMA this specific question.

**Compensation Policy:**

After discussion, there was no change in the compensation policy nor the two-page compensation time with the listing of special events.

**Holiday Pay Policy:**

The Holiday Pay needs to be reviewed to clarify the language because an employee will lose holiday pay if they are sick before or after the holiday. The Holiday Pay current policy states that, *Full-time employees are eligible for paid holidays. Employees must work their regularly scheduled workdays before and after the holiday unless the employee is on approved vacation leave on either or both of these days. Holiday pay is based on an employee's regular rate per day. Holiday pay during 90 days probation period is at the Executive Director's discretion.*"

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve the change in holiday pay to *"Employees must work their regularly scheduled workdays before and after the holiday unless the employee is on approved PTO (paid time off) leave on either or both of these days or has a doctor's note for the sick day that is before or after the holiday."* Ayes: Kosnick, Morgan, Peterson. Nays: Zalas. Motion approved.

**Tollway Workers Parking at Prairie View Park:**

There was an incident on Friday, December 2, at Prairie View Park. It looked like a big party going on with approximately 40 cars at the park. There were a bunch of workers that were working on the tollway that were parked in all the parking spots (except handicapped) and they had a table set up and were grilling and drinking beer. There were several phone calls made to Public Works to call the correct contact at the Tollway, the construction company, and the subcontractor. The owner of subcontractor called me and said they won't park there anymore, and they were having a safety meeting. I told him the parking lot needs to remain open for the public to use the playground and walking trail. Also, there is no alcohol or grilling allowed at any of the parks. We have seen one or two cars parked in the parking spots since this happened and it is not necessarily construction workers. The parking lot looked dirty from them parking there, however, the cameras show that it was dirty in February before they parked there. Eventually, it will have to be sealcoated.

**Skate Park Annual Fall Closing Date:**

The discussion at the board meeting was to consider extending the closing date for the skate park from October 31 to November 15, annually. The comment was that the skaters are going in the tennis courts since it is open until November 15. There is a cost for the portable toilet and the auxiliary officer that closes the park. Also, the drinking fountain would be turned off by October 31 and could cause vandalism like when the Pepsi machine is not working. Mr. Ingalls said after October 31 there is a worry that the lines would freeze to the drinking fountains. After discussion, it was decided to leave the skate park closing date to remain on October 31.

**Miscellaneous:**

The October fitness center and walking track report was included in the board packet. Director Fullerton went to the IPRA Safety Committee workshop on December 5. Juanita Salerno, from All Around Amusement, passed away and she will truly be missed.

**Annual Safety Award:**

The annual employee safety award spreadsheet was included in the board packet so you can see what employees will receive this year. Annually, PDRMA gives us \$1,500 so we use a portion of this for the safety awards and whatever is left for staff shirts. Commissioner Zalas moved, seconded by Commissioner Morgan, to approve the annual safety award as presented. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

**Commissioner Election:**

There are three seats that are up for re-election which are the seats for Commissioner Peterson (4-year term), Commissioner Zalas (4-year term) and Open Seat (2-year term). A pre-filing notice was published in the Reporter newspapers and the notice was placed on the front door of the rec centers the last week of November. The filing period for candidates is December 12-19 for the April 4, 2023 election. Commissioner Peterson and Commissioner Zalas filed for the election.

**Mid-Year Budget Review:**

The board packet includes a comparison of October 31, 2022, with the last two years' budget ending on October 31, 2020, and October 31, 2021. The highlights were discussed at the board meeting.

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

The meeting was adjourned at 8:22p.m.

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**Secretary**

**ATTEST:**

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**President**