

## **BOARD MINUTES**

**January 15, 2024**

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:21pm on January 15, 2024, at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

The following commissioners were present: Czarny, 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 Zalas moved, seconded by Commissioner Morgan, to approve the minutes of December 18, 2023. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Zalas moved, seconded by Commissioner Morgan, to approve the Special Meeting minutes of December 18, 2023. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Zalas moved, seconded by Commissioner Czarny, not to approve the release of the Special Meeting minutes of December 18, 2023. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

### **SECRETARY'S REPORT**

Commissioners received a 2024 calendar and literature from a printer through the mail. There was an article from Robbins Schwartz on closed session minutes given to the commissioners. The staff and commissioners received a jacket which we call the IMRF item.

### **PUBLIC COMMENT**

Nothing to report.

### **MAINTENANCE REPORT**

Mr. Ingalls presented the maintenance report, and it was placed on file. We took the delivery for the new 2024 F250 which included a new snowplow, salter and backup alarm. We are waiting on the Tommy Gate for the F150. The 2003 Windstar Van was brought into a Napleton Ford dealership in Oak Lawn to fix the brake lights because they came on randomly. They put a new brake light switch in and a new battery. Then they were leaving the shop and were not able to get the van out of park. It sat for a week and then they said it needed a new transmission. There is no pricing yet for the transmission. We have never had the problem of moving it. Director Fullerton said the rec staff use the van daily to pick up food, products and equipment. The van is not in the master plan because the intention was not to replace it since other staff just write down the mileage. However, she did add a new van to the 24/25 capital budget to replace it when putting that budget together last week. Since it is used by the rec staff daily, we could get a used van. We will not put the transmission in, but we will ask the dealership if we can return the new battery. We will junk the van. Commissioners asked to donate the van. Director Fullerton said we can do that. At the next meeting, we will recommend purchasing a used van for a not to exceed amount.

### **RECREATION REPORT**

Mr. Sanchez presented the recreation report, and it was placed on file. Commissioner Kosnick recommended dropping the price of the Four Winds trip by \$10 and also getting a 52-56 big bus for all trips. Mr. Sanchez

presented a list of the trips and the loss of using a larger bus. He also showed the net gain/loss for adult and senior events that will be used to offset the loss of the trips. All commissioners agreed to dropping the price of the Four Winds trip by \$10 and getting the bigger bus for all trips. This will be done for a full year beginning in the summer 2024. Then we could see if the participation increased for Four Winds and a getting a larger bus for all trips. The big buses drop down the stairs, so the stairs will be lower to the ground. Director Fullerton said the registration for residents is one week prior to non-residents so residents can sign up for Four Winds earlier. Once you drop the price you could sell out quickly. Also, she told Mr. Sanchez, you won't be canceling any trips even if low attendance. There was a discussion of what to do with a trip with limited tickets. Mr. Sanchez said if I have 24 tickets for the trip, then I will go on a smaller bus. He will include details of how big the bus is for each trip in his monthly board report. Director Fullerton said to recap: we will get a 52-56 capacity bus with a restroom on the bus and the stairs will drop down. We will lower the price of the Four Winds trip \$10, starting in the summer of 2024 for one year and no more canceling any trips. This will bring trips to a greater loss of \$1,000. The budget for 24-25 for revenue will be \$1,000 less. None of the trips will make money. Mr. Sanchez said that before the next brochure, he would list the trips, the amount of tickets and the cost of the bus. Commissioner Peterson said the non-resident will get a better deal because they don't pay taxes. Commissioner Kosnick said he thinks the non-resident charge should go up for all programs. Director Fullerton said there have been several discussions about charging a \$5 difference between residents and non-residents in the past. This will be placed on the February agenda for further discussion. If the price for non-residents is too high, a resident may not be able to bring a non-resident friend. Sometimes when you don't have that non-resident base, the program won't go. The rec staff can put a spreadsheet together to show the difference between resident and non-resident for other park districts. This will be presented in February.

### **ADMINISTRATIVE REPORT**

Ms. Muth presented the administrative report, and it was placed on file. Preschool was canceled on Friday, January 12 and Tuesday, January 16 because we follow School District 117. One of the preschool teachers is no longer working due to health issues. She doesn't know when she is coming back so we told her we will need to find a substitute and can't promise her job back. Costumes will be ready to try on in March or April. The safety jackets were distributed to the staff and commissioners. They are called "safety" because a long time ago we would buy something when PDRMA sent the check in for doing well with safety and documentation and that check is called the safety award. Interviews will begin tomorrow for the CN Secretary.

### **TREASURER'S REPORT**

Commissioner Zalas moved, seconded by Commissioner Morgan, to approve Claim Ordinance 822. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick made note of the Investment Report of December 31, 2023, which includes the US Treasury statement. The two CDs renewed at 4.90%. The interest was \$7,700 and this was at 3.85%. Those CDs were cashed in four to five months early and the penalty was \$74.80 for cashing them early. If we didn't cash them in early, the interest would have been \$300. Commissioner Zalas moved, seconded by Commissioner Peterson, to approve the Operating Statements for December 31, 2023. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

### **DIRECTOR'S REPORT**

#### **Osborne Park OSLAD Grant Construction Project:**

Commissioner Czarny moved, seconded by Commissioner Peterson, to approve payout #5 for Upland Design of \$1,864.69. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. We received the construction schedule on Friday for Osborne Park. They will begin construction on May 6 and will finish July 24. It appears

to be a short time frame so we asked Upland Design if they could start early. The contractor said yes if the weather is good then they will consider it. Some park districts are putting in their bids, if they don't complete on time, the contractor must pay a certain amount per day. The downside is they might not get a lot of bids. We don't have this in our contract so if they are late, there will be a discussion with the contractor about when they can finish. We must complete the Osborne project by April 30, 2025, which is the OSLAD deadline. So, if they are later than July 2024, it shouldn't be a problem. The project is moving along. We have had to confirm colors and signs and they ordered equipment.

### **Budget 2024/2025 Preparation:**

We have been working on budget preparation in December and January. It was a late start since November to January have been busier than usual, so the budget wasn't started yet. It takes three full days to put the budget together. The budget will be completed the day before the conference and will complete the annual FOIA and OMA act training on this day. Minimum wage went up \$1. Budget documents will be ready for the February board meeting so plan on a longer meeting in February. Closed session will be on the agenda for the Board to discuss performances/raises for the managers and the executive director.

### **Positive Pay:**

You will notice five checks on the financial statement that had to be voided. This is due to not approving them in time on December 21 in the bank's Positive Pay. Positive Pay approval from the bank comes in around 9:23am via email and then we have until 1pm to approve them. Positive Pay is helpful for check fraud which we have experienced in the past. These five checks were re-cut on December 22 and mailed to the vendors.

### **Safety Award:**

When the safety award was put on payroll on December 21, the amount was put on the employees' account, then taxed, and then withdrawn. This caused the employee to have less pay (\$107 or less) on their paycheck than the previous paycheck. Paylocity said it was because a box called Matching Ded Code was checked. On January 2, we were on the phone for five hours with Paylocity and in the end there was an internal reverse done without hitting the employees' bank account and then the safety award was put back on each employee's account and IMRF fees were withdrawn. Employees received their safety award on Thursday, January 4. All of this had to be done on January 2 by 4pm in order for the safety award to be paid to all employees' accounts in 2023. Ms. Muth said we had this code a year or two ago so she asked Paylocity if this is the code she will use. Paylocity said yes. Ms. Muth asked why there was a deduction code, and he didn't know. She said she looks at the gross that everyone makes not the net. She gave Director Fullerton the report and she didn't see it either. Director Fullerton said she checks it by looking at her own pay and takes the gross minus the board secretary, minus the safety award, times 26 which is the salary. Ms. Muth said she will meet with Paylocity to make sure it is correct next year.

### **Incidents/Vandalism:**

On Sunday, January 7, 2024, Director Fullerton received a phone call at 7:50pm from the police and asked that we burn video due to a fatality that happened outside the Maintenance Facility. She asked if it could wait until the next day and the police said no. When they called, Director Fullerton said she was in the restroom and didn't answer her cell phone right away, so they called Chris Pearson asking how to get in touch with someone at the park district and then Ms. Muth called Director Fullerton. After this occurred, Director Fullerton sent an email to the police chief to make sure emergency calls are made based on the list and order of staff that should be

called instead of calling Chris Peason at Public Works. The police received the recording at 9:55pm. Also, Director Fullerton wanted the Board to be aware that when the director/managers get alarm or emergency calls, they are reimbursed for mileage and some comp time. Commissioner Zalas said you don't have to go in to burn that video for the police and make it convenient for them. You can go in the next day. Director Fullerton said it is difficult to say no to the police. Also, one of the managers asked about adding more cameras and putting one on Roberts Road. The park district doesn't need a camera on Roberts Road. We also don't intend on giving the police a key to the facility to burn the video. Recently, the police requested a video that had nothing to do with the park district, so this has happened before. It was outside on Roberts Road as well. This was a workday, so we were able to give them the video that was needed right away. The cameras show our driveway, and we barely see Roberts Road, but the police said the video is helpful. It took up four hours of her time on that Sunday and then she had to go in later the next day because she didn't get home until 11pm so it does take up park district time.

**Miscellaneous:**

There is a part-time paid leave act that we may have to do. When the State of Illinois passed it, park districts were exempt, however, Cook County passed it and included park districts. Commissioner Zalas said he heard when Cook County passed it, it is not required, and you can opt in or out. He would like to see that and write the numbers down once it is passed. Director Fullerton said she doesn't have anything to give to him, but he can look it up online. There are many emails about this sent from IAPD, our attorney and other park districts. Cook County meets on January 25, and they will decide if you can opt out or exclude park districts. We would have to give five days of leave. Part-time workers earn \$1 hour of paid leave for every 40 hours they work.

The November fitness center and walking track report was included in the board packet. Commissioner Czarny asked if the employee who had a seizure could wear a cap. We can't ask for that per an email conversation with PDRMA.

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

The meeting was adjourned at 8:46 p.m.

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**Secretary**

**ATTEST:**

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**President**