

BOARD MINUTES

February 19, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on February 19, 2024, at the Cynthia Neal Center, 8047 W. 91ST 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 Morgan moved, seconded by Commissioner Kosnick, to approve the minutes of January 15, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Morgan moved, seconded by Commissioner Czarny, to approve the Special Meeting minutes of January 15, 2024. Ayes: Czarny, 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. At the conference, Mulch Magic was there and will be coming to the park district to do a safety audit on the playgrounds. We have always ordered 100 yards of mulch and done a topcoat. We take care of the most used parks first, which is KM and KP, and then what wasn't done the previous year. It doesn't appear to be working anymore and have noticed a lot of playgrounds that have a large void between the concrete blocks and curbing to where they are supposed to be. The steel poles have tags with a minimum of mulch and a lot are showing in different placement. 100 yards of mulch won't cut it. This company will come in and tell us how many yards are needed for all the playgrounds. The playground surface is safe now but has been neglected in the past. The inflatables will be inspected by IDOL, and we will need to add the new Rainbow Bounce Inflatable that we just purchased and received. The Ford Windstar van needs a transmission and Napleton Ford said they can't find one. So, they gave us a verbal quote of \$4,500 and this doesn't include what could break in the process. It isn't worth that money to put in the transmission. We would like to donate the van to Moraine Valley Community College, and they have a transmission shop. We will still have a bill from Ford because we brought it there for the taillight and then they moved it outside and then they couldn't get the van out of park. It is 20 years old. We have three quotes for the HVAC preventative maintenance for a two-year contract. Amber Mechanical, Hartwig and O'Hare Mechanical sent a quote in. Amber has 10% off for repairs and no other companies had that but Hartwig has a lower labor rate. Most labor rates are \$160 to \$170 and Hartwig is \$135 per hour for anything outside of the contract. They are all union and get the same training. Mr. Ingalls said his recommendation is to change to Hartwig Mechanical for the next two years at \$6,635 for 2024 and \$6,765 for 2025.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. Karolina Grela, Recreation Assistant,

will be leaving us in August to pursue a degree to become a P.E. teacher and attend school full-time in the fall. We will look for a replacement a few months before her departure and will have an overlap with the position since the summer is so busy with camp. Director Fullerton showed pictures of the new Rainbow Bounce House. We purchased another bounce house because the Monster Truck Bounce is getting older, and we would like another bounce house for special events. Mr. Sanchez said that it is larger, more spacious, and appealing. We will use it for the Street Fair instead of carnival rides. Commissioner Zalas asked how many rec assistants have you had in the last four years? Mr. Sanchez said three. Commissioner Czarny asked if she coaches soccer. Mr. Sanchez said yes, the weekly soccer programs, the senior programs, and luncheons. Director Fullerton said in her first week of employment she told us that she wanted to be a gym teacher, and this was good experience for that job. Since then, she has mentioned that she is taking classes after work and was struggling with both. Commissioner Czarny said you can look at Moraine Valley for this position. Director Fullerton said we won't have any issues with finding a rec assistant. IPRA gives us a good response when posting the position. We have a good group on the south side where we share resumes and talk about open positions. The Director at Palos Park mentioned that there is a manager at Sports Plex in Orland, and he has many part-time positions that are looking for full-time positions at park districts. We can also go on Indeed if we don't get enough candidates. This is an entry level job so it will have turnover. The last rec assistant left for a higher paying job and is a recreation supervisor at another district rather than a rec assistant.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. The Preschool Open House is this Wednesday night. There hasn't been a large turnout in the past. There have been some issues with children during lunch, so Ms. Muth has been eating lunch with the students. The first dance competition is March 3. Verbally, Sandburg High School has told us verbally our date for the dance recital is fine, but we are waiting for the contract to be approved. The Quill membership is \$69.99. We saved \$500 last year and \$3,000 since 2017. Managed IT will be through GTSAC. They sent a quote on Friday which is around \$500 to \$1,000 a month, but she hasn't gone through it. It will be ready for the next Board meeting. PDRMA has recommended this for Cyber Security. GTSAC is going to try and trick the staff into opening emails that are not good so we can see where staff need more training as it comes to Cyber Security in general. The CN Secretary James Mayfield started on February 9. Ms. Muth went over her conference report. We need to remind the evening staff, if someone comes in and says they are from AT&T, they will say no and not let anyone in that will touch our stuff. She took the IMRF Benefit session. We have more Tier 2 now than Tier 1 in IMRF.

TREASURER'S REPORT

Commissioner Peterson moved, seconded by Commissioner Czarny, to approve Claim Ordinance 823. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick asked a question for check # 40568 Victory Family MMA \$2,227.20. Mr. Sanchez said it is Mixed Marshal Arts and is a form of karate. Victory is the name of the company. Commissioner Kosnick made note of the Investment Report of January 31, 2024, which includes the US Treasury statement. Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the Operating Statements for January 31, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Director Fullerton said on the list of invoices, we purchased garland for the Krueger Park gym for \$1,400. The garland lights up and is much more decorative than the plain garland we had.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

There is no payout for Upland Design this month and not until construction begins. Quarterly reports were

submitted to IDNR on 1/10/24 (due 1/15/24). Director Fullerton said she has been teaching some other park districts how to use Amplifund. IDNR had one class six months ago but not since then. Many of the park directors and their staff are struggling with the software. She reached out to IDNR to make sure all of her reports are accurate so she can share them with other people but hasn't heard back yet.

HVAC Preventative Maintenance:

The recommendation will be to switch from Amber Mechanical (was Doornbos) to Hartwig Mechanical. Hartwig was the HVAC vendor for the Cynthia Neal Center (renovation completed in November 2020). This preventative maintenance program is for two visits per year, for the three buildings (not the garage), and is typically done before the winter and before the summer. We also intend on calling Hartwig for repairs as well. Their response time is 2 hours for emergencies. A commissioner asked where they are located. Mr. Ingalls said that they send the technicians home with their vehicle, so it doesn't matter where they are located. Director Fullerton said they are in Harvard, Illinois.

Quotes for three buildings, two times a year preventive maintenance and a two-year contract:

Hartwig Mechanical \$6,635 (2024), \$6,765 (2025).

O'Hare Mechanical \$7,100 (2024 and 2025)

Amber Mechanical \$7,578 (2024 and 2025) (also paid this for 2023)

Commissioner Peterson moved, seconded by Commissioner Morgan, to approve Hartwig Mechanical for two years for HVAC preventative maintenance. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Disposal of Windstar Van:

Commissioner Konick moved, seconded by Commissioner Czarny to approve ORDINANCE NO. 2024-360 AUTHORIZING THE DISPOSITION OF SURPLUS PERSONAL PROPERTY-WINDSTAR VAN. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. The Windstar Van will be donated to Moraine Valley.

Purchase of Vehicle not to exceed \$28,000:

We would like approval to purchase a vehicle to replace the Windstar Van. Mr. Ingalls showed two used vans that we are looking to purchase, and they are a Chrysler Pacifica at CarMax and a Kia Sedona. One of these is at CarMax and we will go see it after this board meeting. A used van is fine because we don't put a lot of miles on it. It is used a lot but not for far distances. The Windstar Van is 21 years old with 54,000 miles on it.

Commissioner Morgan moved, seconded by Commissioner Czarny, to approve the purchase of a van not to exceed \$28,000. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Difference of Resident and Non-Resident Rate:

There was a discussion at the last board meeting about changing the difference of the price for residents and non-residents. Special events have a difference of \$2 or \$5, preschool is \$10, camp is \$5, programs are \$5, senior luncheons are \$3, other senior programs are \$5 and dance is \$5. The discussion was to keep the difference of the resident and non-resident rate the same as it is now.

Soaring to New Heights Conference Report:

Director Fullerton presented her conference report. We purchased a bounce house. The vendor Lead Electric is fine to move forward using them to replace the dance lights as part of the ComEd Energy Efficiency program. The reps at the ComEd booth said Lead Electric isn't a preferred vendor but we can use their company to replace the lights and qualify for the ComEd program. There is one light out in the dance room, so we are replacing all the dance room lights. The lights will drop down like they do now, but they will be square instead of circle lights. The square lights are offered in the ComEd program but if you change to the circle lights, it would be \$1,000 each so \$10,000 for the 10 circle lights. The square lights will be fine and illuminate the same as what we have now. Mr. Ingalls said this program is to change those 10 square lights, a closet in the preschool room, 2 spotlights on the sled/event hill and the parking lot lights. After this process, we will be at 99% LED for

the facilities. Then we are going to try again for Martin Park. ComEd had more restrictions last year and we didn't meet the qualifications for it. You must light the fields for 10 hours a week and we don't do that. They were also trying to replace all 30 lights at Martin Park. It was \$440,000 to replace the lights but Lead Electric will try for two different phases. We thanked WB Olson for all the work they do for us even when the warranty is over.

OSHA Annual Reporting:

An OSHA report is posted annually for the district that includes the total number of employees, number of hours in that calendar year and total number of injuries. The report is posted by the time clocks from February 1 to April 30 and on the OSHA website. Commissioner Kosnick asked if OSHA goes through our properties. Director Fullerton said no they don't go through our properties and have never been out to the park district since she has been here. If there was a death, then they would be out here. We just have to file the OSHA report for injuries.

2023 Vandalism Report:

Vandalism decreased in 2023 compared to 2022. In 2023, there were two vandalism incidents. The CN restroom had markings on one of the stalls in the women's restroom. At Martin Park, there was some damage that looked like it was from a vehicle that drove on the grass in the east ball field.

The following are vandalism totals for the last five years:

2023-2

2022 - 5

2021 – 10

2020 – 10

2019 – 9

2023 Pepsi Concessions Annual Report:

Pepsi gross revenue was \$8,463 in 2023 and \$9,710 in 2022. The profit/net revenue was \$4,300 in 2023 and \$3,799 in 2022. There were 157 cases purchased in 2023 and 181 cases were purchased in 2022. A new contract was signed in October 2022 and will end in October 2025 or the date by which we purchase 900 cases from Pepsi. The marketing dollars are \$1,000 annually. We also receive commission on the cases and this year we received \$1,354, \$1,479 in 2022 and \$283 in 2021. The Pepsi machine at Martin Park was not brought back in 2023 because of the machine getting broken into many times and one year they stole the entire machine. We are planning on bringing it back this year.

2023 Fuel Purchase Annual Report:

Fuel purchased for our vehicles increased from 2022 to 2023. Fuel was \$366 more than last year, and 343 more gallons were used than the year prior.

See below for fuel history:

2023 – 1734 gallons, \$5,812 (average price per gallon \$3.35)

2022 – 1391 gallons, \$5,446 (average price per gallon \$3.92)

2021 – 2274 gallons, \$6,274 (average price per gallon \$2.76)

2020 – 2176 gallons, \$4,214 (average price per gallon \$1.93)

2023 Utility Annual Report:

The utility report includes usage and dollars spent.

The following is comparing 2022 to 2023:

Phone – usage decreased by 13%, total dollars increased by 23%

Water – usage increased by 22%, total dollars increased by 41%

Gas/Heat – usage decreased by 14%, total dollars decreased by 5%

Electric – usage decreased by 9%, total dollars increased by 18%

Phone dollars increased because we are still getting some out of contract fees. We are in contact with our AT&T rep to get this taken care of on the January 2024 invoice. Water increased due to using more water at all the facilities. Gas decreased for all buildings except the garage which had a slight increase of \$20. Electric increased in dollars but decreased in usage. The electric increase in cost is due to the ComEd Carbon-Free Resource Adjustment. Over the first year on ComEd bills, the CFRA delivered a total of about \$2.4 billion in credits to customers. But in the summer of 2023, the CFRA became a charge. ComEd dropped the price last year due to CFRA and in 2023 it went up. If you compare 2023 to 2021, it is very close to the same amount spent on electric. Commissioner Kosnick said he heard that residential customers may go up \$30 a unit/month.

Decennial Committee Follow-Up:

The deadline for the Decennial Committee report is November 15, 2024, because it is 18 months after the first meeting date. The Public Act 102-1088 was included in the packet. Director Fullerton said she will be writing the report and will place it in the Board packet when it is finished. The comments at the Decennial Committee meetings were discussed at a staff meeting. The responses to the questions asked of the residents at the Decennial Committee are in the board packet and the list of agreements has been updated. The Conduct Ordinance was reviewed by the Decennial Committee and the managers so the final document will be in the next board packet for approval.

Miscellaneous:

The December fitness center and walking track report was included in the board packet. On January 12, preschool was canceled due to the snow. Farkle was also cancelled that day because two people canceled earlier that day and we couldn't run the program with six people. All other classes and programs ran that day. Four Winds Casino was cancelled on January 19 because New Buffalo, Michigan had a blizzard that day.

2024-2025 Working Budget:

Director Fullerton reviewed the working budget spreadsheet, and a summary was included in the board packet as well as the department head evaluations and the salary surveys from IPRA's HR Source and the South Suburban Salary Survey. The budget ordinance will be approved next month, however, it must be available for 30 days. A notice will go in the newspaper and a copy in this packet. The budget summary was discussed as presented and several questions were asked that are as follows: There was a decision on rentals and putting biosolids on the grass at Martin Park because it is beat up from soccer rentals. Commissioner Peterson asked if the biosolids are from MRWR and asked if we did this before. Director Fullerton said yes, it is from MWRD and we have put it down previously. It is the best solution for those fields. It is important that our revenue is strong and growing because taxes only cover 30-40%, so we need the recreation revenue in order to survive. We would like to increase the cell phone reimbursement from \$55 to \$75, \$600 for a new cell phone and \$100 for accessories. Once the budget is approved, then this would be approved with it unless the board has changes. Commissioner Kosnick asked if you set the price for the Chair Yoga instructor, or does she tell you what she wants. Director Fullerton said yes. That is contractual, so she told Angel what she would like to make to teach the class when she originally started. Commissioner Kosnick asked if we barter. Director Fullerton said we

usually don't because they say no to lower pay. It depends on which teacher you are talking about, but she would not teach that class for a lower dollar amount. Commissioner Zalas asked if Steve is checking the parks and if he is an auxiliary officer? Director Fullerton said he closes our skate park and I believe he is not an auxiliary officer anymore. Commissioner Zalas said the police should be checking the parks at no charge. It is part of Hickory Hills. Director Fullerton said they have charged us previously but not this past year. Commissioner Czarny asked how much we get from Karate. Director Fullerton said it is an 80/20 split, so they get 80% and that was set up before she was the director. Some contractual programs can be a 70/30 split.

Commissioner Peterson moved, seconded by Commissioner Czarny, to convene to closed session at 8:54p.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: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved and resumed the regular meeting. The commissioners came out of closed session at 9:36pm.

Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the 2024-2025 Working Budget. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. The commissioners came out of closed session at 9:48pm. Commissioner Kosnick stated that the Board went into Closed Session for the purpose of consideration of pay raises for all employees for 2024/2025 fiscal year. The managers will receive a \$1.50 per hour raise as presented. The director will receive a 3.70% raise.

Commissioner Kosnick 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 9:39p.m.

Secretary

ATTEST:

President