

BOARD MINUTES

March 18, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:01pm on March 18, 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 Zalas moved, seconded by Commissioner Morgan, to approve the minutes of February 19, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Czarny moved, seconded by Commissioner Peterson, to approve the minutes of February 19, 2024, Closed Session content only 2(C)(1). Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

Nothing to report.

PUBLIC COMMENT

Nothing to report.

PUBLIC HEARING FOR BUDGET/APPROPRIATION ORDINANCE

Commissioner Morgan moved, seconded by Commissioner Czarny, to open the public hearing for the proposed hearing of comments on the Budget/Appropriation Ordinance 2024-361 of the Board of Commissioners at 7:06 pm on March 18, 2024, at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. No citizens were present, and no comments were made. Commissioner Czarny moved, seconded by Commissioner Peterson, to close the public hearing at 7:07pm to the regular Board meeting. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

MAINTENANCE REPORT

Mr. Ingalls presented the maintenance report, and it was placed on file. On April 7, 2024, Jim Heydorn will have worked here for 10 years. He is a great asset to maintenance and assisting with the transition these past few years. At Martin Park (MP), we will be spreading EQ Biosolids on the soccer fields. The program is free from MWRD and it is basically free fertilizer. There are a lot of EPA restrictions on it, so it is safe to play on it as soon as it is put down. A lot of park districts use it and it is also used on farms. There has been so much play on the fields the last few years on the MP fields. There is no grass on most of the fields right now. There is no access to water, so we must bring in water. Most of the time, the grass seed doesn't take and it is a waste of money. We will have the rentals at other fields, other than MP, in the month of May and some of June so the grass seed can take. This biosolids doesn't require water and is just dirt and free fertilizer. It holds the moisture, helps the grass to grow and become thick. Commissioner Zalas asked if they give you a list of what is in there. Mr. Ingalls said yes. They will give us an SDS sheet that will come with it. We are making a sign and will put it up at the fields. It is safe. There is a smell for a week or two. Commissioner Kosnick asked if they added something to the solution. Mr. Ingalls said no. We are spreading it ourselves because if they spread it, you won't know when you are receiving the shipment, and the farms receive it first. We may not get it until July.

Tinley Park Park District does it every year and they spread it themselves. We can get as much as we want. It is ok if it doesn't rain for a few weeks. Director Fullerton said there is snow fencing up because there are several dry spots with no grass on the soccer fields. We must do something, otherwise we won't have fields. Mr. Ingalls said we can use the fire hydrant, but we have to go across the road. Public Works doesn't like for us to do this. We may do this again in the fall. The program starts in April and it has to warm up a bit. Also, we will be purchasing an Infield Rascal MVP to be attached to the John Deere Gator for \$6,497. This will be used on the fields. We use the 1994 yellow tractor but there have been problems with the tractor shutting off randomly. Now, it takes two people to groom the fields. One person is on the yellow tractor and one person is on the Gator. We pull the screen around and then level it out with the Gator. Commissioner Morgan asked if we are going to sell the yellow tractor. We are not selling it because it can be used for a lot of snow since it picks up big heavy snow and other heavy items. The attachment on this tractor is too big to put on the blue tractor.

RECREATION REPORT

Director Fullerton presented the recreation report, and it was placed on file. Commissioner Zalas said the breakfast lunch was terrible. The sausage links were black and could bounce off walls. Jeanette's 20th Anniversary was February 28th. The staff receive vacation days and a pin depending on the years of service. Longevity bonus vacation days are as follows: 10 years – 2 Days, 20 years – 3 Days. You don't have to take it during that year. Ms. Muth said that every five years you get something else. Director Fullerton said she didn't think that was enough when she took over as Director so that is why the pin was added. It is a gold pin with the Sporte logo on it and the stones are for each 10 years. It is a green, emerald stone.

There was a complaint on Friday because there was a person running on the walking track and we only allow walking. He mentioned something about a wasp and liability, but the wasp was dead when we picked it up. Running on a walking track is very bad for your knees and then there are tight turns. The track has to be 7.5 feet wide. Commissioner Czarny asked that if you are going to cancel programs, can you let the participants know a week before. If you need two more people, is there anyone else that can fill these spots before the class is canceled? We heard it a few times at PTA meetings. It was Trivia and kids Volleyball. Director Fullerton said sometimes Mr. Sanchez will postpone a class but she will let Mr. Sanchez know about this.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. Preschool registration for 24/25 is slow but we will do more to market it. The contract was sent to Sandburg High School for the dance recital. They haven't sent it back yet, but Jeff said we are good. The first competition was in Joliet and went well. The next one is Sunday, March 24. The CN secretary resigned February 23 and the new CN Secretary, Ron, started this past Tuesday. He is a retiree and has worked in graphic design and press areas. He is working on the brochure.

TREASURER'S REPORT

Commissioner Morgan moved, seconded by Commissioner Czarny, to approve Claim Ordinance 824. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick made note of the Investment Report of February 28, 2024, which includes the US Treasury statement. There was \$100,000 cashed in from the investment account. Then we received a large amount of tax distributions and invested \$600,000 in March. Commissioner Kosnick said he had a question on the investment report. Two years ago, you were getting 0.0% and now you are getting a nice bonus. Does that go into the bond, or do you get a check for operations? Director Fullerton said when CDs are cashed in, the interest goes back into our checking account. I can reinvest it in that CD, or I can put it in our line item called interest. Commissioner Peterson asked what choice do you make on that or is it different every time? Director Fullerton said it is different every time.

For most of the CDs, we keep the interest so then the new CD is \$100,000. Commissioner Zalas said how come on a CD, when you go to cash it out, you don't take whatever you cash out, the interest accrues at the end, right. Let's say it is \$40,000 and you have \$5,000, so you take that \$5,000 and put it somewhere else? What do you do with the \$40,000? Director Fullerton said so let's say we cash a CD in and we get \$3,000. It goes right into our checking account and is recorded as such. At the very end of the month, I look at our checking account every week and can take that \$3,000 interest and reinvest in a US Treasury and have done this many times. Commissioner Zalas said the original amount, that you start the CD with, \$100,000 and you get \$10,000 in interest. Now you have \$110,000, so you take the \$10,000 and put it wherever you want? Director Fullerton said the \$100,000 goes back into a new CD. The \$10,000 goes back into our checking account and then every week I look at how much money we have in our checking account to determine if it stays in checking or is invested in US Treasuries. It is the same as tax distributions. Taxes hit our checking account and we could get \$300,000 in one day and it goes into our checking account which is the same as our interest on a CD. Every week, I look at how much is in our checking account. So, if we have \$200,000 or more in the checking account at one time, that is when I tell our bank to take all of the money over \$200,000 and invest it in US Treasuries. Commissioner Zalas said it is like paying double taxes on the same interest. Director Fullerton said we don't pay any taxes and we don't pay taxes on interest. Any interest or any of our money typically goes into US Treasuries. Commissioner Zalas said so you keep it for working money. Director Fullerton said she is not familiar with the term working money. There is only one checking account for the park district and there is a US Treasury investment account and two CDs. Commissioner Zalas said you can't spend money in a CD because you take the interest? Director Fullerton said I don't spend the money on the CD. Commissioner Zalas said now you can spend that money. Director Fullerton said I could, or I could reinvest it. Commissioner Zalas said why don't you leave it in there? Director Fullerton said we only need \$200,000 to run our business every week through our checking account. So, let's say we get to \$330,000, then I will open a new US Treasury for \$100,000 and leave \$230,000 in checking. Commissioner Zalas said you have enough for capital, is what you are saying. Director Fullerton said I better have enough, otherwise I am not running our \$4 million business.

Commissioner Czarny moved, seconded by Commissioner Kosnick, to approve the Operating Statements for February 28, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Statement of Economic Interest:

Director Fullerton said the "Time to File" email was sent to all commissioners and the managers and director because they handle cash and are required to file. The deadline to file your Statement of Economic Interest is May 1.

Osborne Park OSLAD Grant Construction Project:

The Osborne Park project will begin on May 6 because the contractor has jobs lined up. We have paid \$40,000 in architect invoices so she is working with our auditor on what needs to be put in assets for the 23/24 fiscal year.

Employee Discount Program Report:

In the board packet is a tally of the total amount employees/commissioners spent on registering for programs and the discounted amounts they received. From Fall 2022 to Summer 2023, employees received a discount of \$802.25 compared to a discount of \$538.25 from the previous year. The total paid for programs by employees was \$1,932.75 from Fall to Summer compared to \$1,239.75 from the previous year. The total cost would have been \$2,735 compared to \$1,778 from the previous year if they had to pay the full resident rate with no discount. Employees received \$1,031 in dance discounts compared to \$32.50 from the previous year. Employees receive a 100% discount for dance programs and children/spouse get 25% off. Commissioner Zalas asked is it on there for employees of how much credit they have on the books for programs that got canceled?

Director Fullerton said yes, it is on their household.

Conduct Ordinance Approval:

The Conduct Ordinance was reviewed by the Decennial Committee, the executive director, and the managers of the park district. There was a letter “d” that had a line through it and that was an error so the “d” will remain as such. Commissioner Kosnick asked if the language comes from the State that they send out a suggested list. Director Fullerton said the Conduct Ordinance was in place before she worked here. Since then, it has been looked at by an attorney in 2018. They are basically the park district rules and regulations for our parks. When new rules are added, many times she gets notices from IAPD for all park districts to use, such as use of drones in the parks. Commissioner Morgan moved, seconded by Commissioner Czarny, to approve the Conduct Ordinance 2024-262. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Managed IT:

The budgeted amount for Managed IT was set at \$11,000 for the 24/25 fiscal year. The fee will be \$2,500 for the managed services setup charge and then \$500 per month for managed service in our environment. So, the total will be \$8,500 for the 24/25 fiscal year and \$6,000 for the 25/26 fiscal year. The services will include technology asset which will be protected by multilayered and advanced monitoring and reporting of malware detections, cloud-based email security, installed anti-malware and anti-ransomware, patch management, version control and regularly scheduled on premise and cloud replicated backups for servers. Director Fullerton said technically she doesn't need board approval, but she wanted the Board to know about it. Commissioner Zalas said you have authority for \$10,000 or less so if you don't need board approval why are we doing this. Director Fullerton said so you are aware that we are spending this large amount of money. Commissioner Zalas said it is a mute, isn't it? Director Fullerton said not to me. Look at the budget. I had to add \$11,000 to one budget line item. Commissioner Zalas said if you don't need us to approve it, why are we? Director Fullerton said because I want you to be aware of it. Also, I have to do a Cyber Security report, and wouldn't it be nice if I told the Board about it. Commissioner Peterson moved, seconded by Commissioner Czarny, to approve Manage IT \$8,500 for 24/25 and \$6,000 for 25/26. Ayes: Czarny, Kosnick, Morgan, Peterson. Nay: Zalas. Motion approved.

Purchase of Used Van:

We purchased a 2018 Chrysler Pacifica van with 30,810 miles for \$27,694. It was purchased from CarMax on 2/21/2024.

Auxiliary Police Invoices:

On February 23, 2024, we received a \$2,699.44 invoice from the Hickory Hills Police. It was for April 2023 Skate Park Closing for \$350 and \$2,349.44 for Auxiliary Police for May 2023 to October 2023. Our fiscal year ends April 30, and our books are closed and audited so the \$350 will have to be paid out of the current fiscal year. The Auxiliary Police budget is \$5,500 for the 23/24 fiscal year. We spent \$3,022.49 for carnival security so far this year. I will code \$2,349.44 to the same budget so the total spent will be \$5,371.93 which is still under budget. During the budget review last month, we discussed that the police weren't charging us for auxiliary police, but they are charging us now since we received this late invoice. Commissioner Czarny said if we don't have them, they don't drive around the parks. Director Fullerton said that is correct. Mr. Ingalls said they go every other Friday and Saturday. This is specifically with Auxiliary police. They fill out a form and they put on the form what time they were at each park and how many people and how many cars were at the park. This is just for us. We might get a police officer that does drive around the park, but it is not documented. Commissioner Zalas asked what the hourly rate is. Mr. Ingalls said \$24 per hour. When we pay park security,

they charge us for the car but when they are here for National Night Out (NNO) or our different events, they don't charge us. Commissioner Peterson asked if they sponsored NNO and did they used to give more? Director Fullerton said yes, they sponsor NNO. Last year they gave us \$1,015 for the giveaway item because they can't sponsor a band or entertainment. This year, the giveaway is \$898. She just sent the sponsorship email out, so she doesn't have confirmation yet on the \$898. Police Chief Vodika did give us more.

Employee of the Year:

Andrew Vogrin, CN Recreation Assistant, has been selected for the Employee of the Year Award. He will receive \$200. Gianna Agozzino received the Runner-Up Employee Award and will receive \$100. Gianna is our lead preschool teacher and dance instructor. Commissioner Zalas said the employee of the year gets more than people who have been here 20 years. They should get more than two or three days. Director Fullerton said she will put the Longevity Award on the next agenda. Commissioner Kosnick asked who Andrew Vogrin is. Ms. Muth said he has dealt cards for you over the summer and at KP for senior luncheons. His picture will be put up on the wall. Commissioner Kosnick thought he was the secretary. Ms. Muth said Andrew was hired as a Recreation Assistant. Andrew filled in when the secretary was not around. He orders the dance costumes, helps in Preschool, and bounces wherever is needed. Commissioner Kosnick said I thought you controlled all that for dance. Ms. Muth said I work with him, and he is the one that mainly does that now so I can do other things. Commissioner Kosnick asked what he did before the costumes. Ms. Muth said he has always worked with me on costumes, pictures, and preschool so I can work more on the finance side of things. Before him, I did the bulk of it, and it is not an easy task to do. He is still learning and has to ask me questions. He could be on hold with a vendor for an hour on the phone, waiting for them to pick up. Commissioner Kosnick asked if he has Virtus to be around kids. Ms. Muth said he has gone through a background check like every employee that works here. Commissioner Peterson said Virtus is child abuse and background checks. Director Fullerton said we must do background checks on all of our employees. Commissioner Zalas asked if this was when you hire them. Director Fullerton said yes, every employee. Commissioner Kosnick said that is separate. Director Fullerton said every employee must go through a background check. What is Virtus? Commissioner Peterson said it is a catholic church thing. It is training. Director Fullerton said we have DCFS training for mandated reporters. We post the sex offenders. We don't have to go through something called Virtus. Ms. Muth said we go through training from PDRMA, Angel teaches staff, and we go through the State of Illinois for background checks before we hire anyone. It sounds like the what the catholic church uses. I have never heard of Virtus for park districts. Boy Scouts go through something, so different entities have different versions of what they consider to be done. Commissioner Kosnick said they are all basically the same for those who are around children. I have heard a lot of complaints around me about why they had to do it. It is the law as to why you have to do it. Commissioner Kosnick said I don't understand the term Recreation Assistant. Commissioner Peterson said that is Angel's assistant. Director Fullerton said it is the same title so there are two Recreation Assistants. Karolina and Andrew are both Recreation Assistants. Ms. Muth said Andrew assists with preschool, dance, splash pad, fills in for cards, volleyball, and basketball. Director Fullerton said he also teaches classes. Mr. Ingalls said Andrew has helped in maintenance. Commissioner Kosnick said how come that wasn't six months ago. Director Fullerton said we hired a 10th employee two years ago and it was a Recreation Assistant and we hired Andrew. It was budgeted and the board approved it. For the size we are, we should have 15 to 20 full-time employees, but we get by with what we have.

Vandalism/Incidents:

On March 5, a nine-year-old boy brought a hollow bullet to the After School program. The boy got it from another boy from church. We spoke with Chief Bray, and he said it was not ammunition, rather a cartridge for an airsoft or BB gun.

Budget Ordinance:

The totals from the working budget that you received last month are the same as in the budget ordinance. Commissioner Peterson moved, seconded by Commissioner Czarny to approve AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025.

SECTION 2: The amounts budgeted and appropriated for each object or purpose are as follows:

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	625,200.00	897,500.00
Recreation Fund	1,295,700.00	1,701,700.00
Bond and Interest Fund	454,100.00	485,000.00
Capital Improvement Fund	577,600.00	822,000.00
Police Protection Fund	5,500.00	8,100.00
Unemployment Fund	7,000.00	17,500.00
Special Recreation Fund	298,700.00	390,000.00
Total	3,263,800.00	4,321,800.00

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

Commissioner Zalas said basically you are appropriated \$1 million more than the budget. Director Fullerton said the actual budget amount is \$3,263,800. What the appropriation is, is if something happened and you had to spend more in these fund line items, you have to estimate the highest dollar amount. Let’s say we go over the \$4.3 million appropriation amount, then we must revise the budget and refile it. Commissioner Zalas asked if you have a general fund. Director Fullerton said that is the Corporate fund. Commissioner Zalas said then you put don’t use on a particular item, it is not used, so then you put it with the others. Director Fullerton said we don’t do it that way. You get the operating statement. You see all the funds. When there is money left at the end of the year, it stays in that fund balance. We don’t move that to somewhere else unless it is for capital projects but only from the Corporate or Recreation Fund. During the CN Project, we transferred \$100,000 out of the Corporate fund and \$100,000 out of the Recreation fund and have done this for other park and facility projects. Commissioner Zalas said you appropriated \$4 million but have projected at \$3 million. If you have money left over from 22/23, you haven’t really appropriated that amount because some of it is in there. Director Fullerton said I am not appropriating that amount.

Miscellaneous:

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

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 8:07p.m.

Secretary

ATTEST:

President