

BOARD MINUTES

April 15, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:01pm on April 15, 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 March 18, 2024.

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

SECRETARY'S REPORT

Director Fullerton read a letter from Kristy McGreal, Executive Director, Morgain Valley Community College Foundation for the Automotive Technology Department. They thanked the park district for the 2003 Ford Windstar Van donation received on February 21, 2024.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Mr. Ingalls presented the maintenance report, and it was placed on file. The skate park, soccer, tennis, and basketball courts opened on April 1. There are some chunks of concrete coming off on the skate park ramps, so maintenance repaired them. The 2006 F250 had \$5,174.73 in repairs. The wheel bearings, ball joints, tie rods and U-joints were replaced. Also, we had to replace the tires to pass the safety inspection which cost \$1,132. Last year, the lighting at Martin Park wasn't approved by ComEd. Lead Electric resubmitted it and now it has been approved so lights have been ordered. It will save the park district \$160,000. The lights at Martin Park are \$112,000 out of the \$160,000. Commissioner Zalas said we received complaints last year about the lights being so bright. Mr. Ingalls said that was at Kasey Meadow Park.

At Martin Park, we have ledge rocks that surround the entire pond. There are some that are wobbly and unsafe to walk on (photos were shown). There is some movement, and they are falling into the pond so you can't walk on some of them. The picture shows where we snow fenced the bad areas off. A company came out to give us a quote. This would include pulling out all the of the ledge rocks, replacing them, sealing them off and regrading the areas on the ledges and building up shoreline. We have to go out for bid for anything over \$30,000. Director Fullerton said she sent a claim to PDRMA for this, however, the insurance policy says it doesn't cover burrowing, deterioration, erosion. We are waiting for the answer from PDRMA if it is covered before we move forward with a bid. We were told by the company that gave us a quote that this was from muskrats. Mr. Ingalls said during the Tollway Construction, we noticed muskrats put holes around the pond and ledge rocks. There was a discussion on how old the ledge rocks are. Director Fullerton said it could be 1980 or 2002 because those were the years of renovation to the pond. In 2002, concrete was put around the pond and a waterfall was put in but it doesn't mention ledge rocks. There have been no loose or wobbly ledge rocks in the 19 years she has been the Director.

There was a discussion regarding putting in a wood pier or just leaving the ledges as grass. There was a discussion about getting a grant. Director Fullerton said right now OSLAD grants are on hold, meaning no new grant cycles have been released. Also, when you get an OSLAD grant, it could be two to three years. You apply the first year, next year you get awarded in May or June and then have to go out to bid so construction usually begins the third year in the spring. You would have to keep snow fencing around the loose rocks for three years. There are other grants for trails, but she hasn't heard of grants for ponds. Also with OSLAD grants, to get points you will have to do more than renovate the pond. Most likely you will be spending \$100,000 to \$150,000 to pay 50% of the grant project and would need to include items like the Gazebo or a new feature like an outdoor fitness station. Commissioner Kosnick asked if the attorney could approach the State and tell them we didn't have this problem and now the Tollway is finishing up and we have a muskrat problem. All the holes are covered up, now the foundation is put in, and the walls are up (at the Tollway). Director Fullerton said how much would you have to spend in lawyer fees to go after the Tollway. Commissioner Kosnick asked about contracting PDRMA. Director Fullerton said she already submitted this claim to PDRMA, so she did approach them. We are waiting for PDRMA to respond if this is a covered claim. The insurance adjuster came out today but an employee of PDRMA in the claims department already said muskrats are not covered. Commissioner Kosnick said to ask PDRMA to approach the State. Director Fullerton said it would be approaching the Tollway and she can ask Robbin Schwartz about the cost. It would be very expensive and PDRMA won't do it unless it is an approved claim. There was a discussion about removing the rocks and just having grass. Mr. Ingalls said to have grass, you still have to put a lot of money into removing the ledge rocks. Mr. Sanchez said we use the pond for one event, which is the Fishing Derby, other than the catch and release with daily fishing. Director Fullerton said wood is a lot to manage and it would be yearly maintenance. Mr. Ingalls said he has spoken with two contractors but there isn't anyone else with expertise. He also reached out to Upland Design to find other contractors to bid on the job. Mr. Ingalls said he sent an email to 54 people in the maintenance park district group and only got these two references. The job will involve removing and putting back all the ledge rocks. It would be a facelift of the pond. We have signs up for no swimming, but he will put some signs on the snow fencing to stay off the ledge rocks that are snow fenced in. Commissioner Kosnick asked how long will the job take. Mr. Ingalls said the one contractor said two days. They would backfill with dirt and maintenance will come back and put grass seed down, put in finishing touches and we can grow the grass. It was decided to move forward with getting the bid written by the attorney once there is a final decision from PDRMA. We will present the bid at the May board meeting and go out for bid in June or July.

Director Fullerton said we got an alarm call on Saturday morning for the Maintenance Facility and it was coming from an old alarm panel (pictures were shown). This panel also turns off half of the garage power. Digitron came out today and disconnected the wires. We left the old panel on the wall, so we don't have to repair the wall and get rid of wires. Mr. Ingalls said it is the old alarm panel to the Maintenance Facility.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. There was a discussion of how the district cancels programs when the enrollment is low. Commissioner Czarny said it was one of the women that runs the PTA at Glen Oaks and a few other moms who said they would like a call that says the park district needs two or three more people to get the program to go. Mr. Sanchez said sometimes it is one parent that will push the others so we can definitely call those parents. When we are close to that number, we have postponed the class especially when we need supplies like for the Glow in the Dark Dodgeball. Commissioner Kosnick asked what the cost was per house for the Easter Basket Delivery. Director Fullerton said it was \$21 for

residents. Mr. Sanchez said we only go a certain distance because of the 50-minute increments. The van worked out well for transporting the bunny. The employee in the bunny was tall, so we had to put an extension on his legs.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. Preschool Farewell is May 22 & 23. The last day for Kindergarten Kids Place is May 24 and we have five children in it. We are going back to goodie bags again for the Farewell program. Dress Rehearsal is Friday, May 17, Picture Day, May 18, Dance Recital May 19. The Dance Recital shows are 11:30am, 2pm and 4:30pm. The Splash Pad staff are all coming back and we will have one new employee, who is also a dance instructor.

TREASURER'S REPORT

Commissioner Kosnick moved, seconded by Commissioner Peterson, to approve Claim Ordinance 825. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick made note of the Investment Report of March 31, 2024, which includes the US Treasury statement. Commissioner Kosnick asked about check #5324. Director Fullerton said that is check #40702 for Chase and for Everything Promo. This is our giveaway item from National Night Out which is a tambourine. Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the Operating Statements for March 31, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

The IDNR OSLAD Quarterly report was submitted on 4/3/24 (due 4/15/24). The drawings have been reviewed by the City of Hickory Hills. The City reviews the drawings but does not issue permits for park and playground projects. A business license was issued to D&J Landscaping from the City of Hickory Hills. Director Fullerton has been in contact with D&J Landscaping to introduce herself to the main contact person. The playground equipment is all in except the shelter. D&J Landscaping said the shelter is due to be delivered before the end of April. D&J confirmed construction will begin on 5/6/24. They should complete the project in two months, depending on the weather. We have until 4/30/25 to complete the project for the OSLAD grant. There is a write-up in the summer brochure about Osborne Park being under construction and shows the features in the park.

Longevity Award Policy:

There was a discussion at the last board meeting about reviewing the Longevity Policy to improve upon it. There were several Longevity programs from other park districts in the board packet. After discussion it was decided to not change the Longevity program/policy. Director Fullerton said she discovered that in the Paylocity software, if you receive longevity days off, they go away after five years. She will make sure this is changed in the Paylocity software.

Vacation Policy:

Director Fullerton presented an option to change the vacation policy. It takes a long time before you get three and four weeks. For example, it is nine years before you get three weeks of vacation. After discussion, it was decided not to change the vacation policy. Commissioner Peterson said it should take those longevity days off first when you have a vacation day. Director Fullerton said you have a choice to either take a vacation day, personal day, birthday day or longevity day. Some staff commented that the anniversary pin is nice (pin every 10 years) but the cash would be great. Commissioner Peterson asked if you have been here nine years, is it

when you complete nine years that you receive your vacation or is it at the end. Director Fullerton said Tammy and I receive vacation at the beginning of our anniversary and everyone else that started employment after me are on an accrual basis. This was set up by the last Executive Director, Cindy Neal. Ms. Muth said when you are new, you accrue up to five days. You can't use that time for the first six months that you are earning it. You earn it as you go. By the end of your ninth year is when you should have that amount of vacation time. Jennifer and I are grandfathered in, so we have to complete our years before we get that time. Director Fullerton said waiting nine years and 16 years is a long time to wait. Most are 2-5, 6-10, 11+ years. Commissioner Zalas said we do what is good for us and I don't care what other park districts do because if they do less than we do... It is a point of reference. Commissioner Czarny said the nine years will be a hard sell when recruiting a new director if you get two vacation days after nine years.

Petty Cash Increase to \$600:

Restaurants have been charging some large credit card fees so we would like to pay cash to avoid these fees. In March, the fees were \$19 for food. The petty cash would be increased from \$200 to \$600. The Director will have a \$200 petty cash bank and the Recreation Manager a \$400 petty cash bank. Commissioner Zalas said the resolution doesn't say the Recreation Manager will receive money. How do I know he will receive it? Director Fullerton said she will issue a check request and then he will have a \$400 petty cash bank. Commissioner Kosnick asked how does he get it. Director Fullerton said he receives a \$400 bank once and has that \$400 bank all year long. As he uses the bank, he submits a receipt and then we cut a check and cash it to reimburse the bank back to \$400. Mr. Sanchez said that some restaurants have added the credit card fees and some haven't. There is more charging this for the senior luncheon food so to have the cash is best, so we don't have to worry about the fees. Commissioner Peterson asked if it is worth the hassle. Director Fullerton asked if it is a hassle to use the credit card versus cash when you are going there anyway. Mr. Sanchez said I still have to submit receipts for credit cards, and I have a bank now, so it is not a hassle. It won't be all the restaurants that charge that fee. Commissioner Peterson moved, seconded by Commissioner Morgan, to approve RESOLUTION 2024-1 AMENDING ARTICLE XI OF POLICY MANUAL TO INCREASE THE AMOUNT OF CASH HELD IN THE ADMINISTRATIVE PETTY CASH FUND. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Bond Compliance and Audit Preparation:

Work has begun on the district's financial audit. The bond compliance checklist and documents have been completed. The capital assets checklist for the bond was also completed. Assets will be entered in April in AssetWorks. We have started entering deferred revenue and expenses. The auditors will be on-site the last week of June.

Safety Policy Annual Review:

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

Statement of Economic Interest:

Everyone has filed their Statement of Economic Interest representing our district.

Miscellaneous:

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

There was a discussion regarding the change of board positions at the May Board meeting. Also, a signature stamp will need to be ordered for Commissioner Czarny.

Commissioner Czarny asked if he could pass out stuff for the PTA including recruiting for the PTA. Director Fullerton said yes you can as long as it isn't for the park district commissioner election and the PTA doesn't have any rules regarding it.

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

The meeting was adjourned at 8:15p.m.

Secretary

ATTEST:

President