

BOARD MINUTES

May 20, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on May 20, 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 Czarny, to approve the minutes of April 15, 2024.

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

ORGANIZATIONAL MEETING AND ELECTION OF OFFICERS/APPOINTMENTS

Commissioner Kosnick moved, seconded by Commissioner Czarny, to appoint Commissioner Morgan as president. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Zalas moved, seconded by Commissioner Morgan to appoint Commissioner Peterson as vice president, acting secretary and acting treasurer. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Morgan moved, seconded by Commissioner Kosnick, to appoint Commissioner Czarny as secretary/treasurer. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Commissioner Peterson moved, seconded by Commissioner Morgan to appoint the following: official newspaper as The Reporter; Robbins Schwartz, attorney; Lauterbach & Amen, LLP, auditor; Ethics Commission members as Joann Jerantowski, Jeff Michaels, and Deborah Grad and board meeting dates as presented. 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. Work is being done on the Splash Pad to prepare for opening. The only playground receiving mulch this year is Prairie View for \$7,200 for 240 yards, and this is for 7,200 square feet, and will come up 10 1/2 to 11" of mulch. Last year it was \$28 per yard and this year it is \$35 per yard. The other quotes were up between \$35- \$55 per yard. The three full-time employees in maintenance passed the pesticide exams and will bring weed spraying back in-house. Martin Park ball field lighting is complete, and they finished it today. We have to do some grass restoration from the lift. The biosolids are not applied yet because for every day it rains, the biosolids needs two to three days to dry out. Commissioner Morgan asked if you have to put a net on the young, thin trees to protect them from the cicadas. We don't have any young trees that fall in that category. Commissioner Peterson asked about the lighting and the lift. Mr. Ingalls said they did one ball field and then the lift was stuck for two weeks in wet grass. We were able to get it out since the grass dried out. Originally, they told us we didn't qualify for the ComEd lighting grant because we had to run the lights for 10 hours a week and we were at seven. As of January 1, they got new

money and approved it this year. There are now LED lights at Martin Park on the ballfields, and the quantity of lights is the same as before.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. Spring Garage Sale had good attendance. New this year was promoting it on the electronic billboard on 88th & 87th Ave and lawn signs. Commissioner Zalas asked where the summer luncheon is going to be held. Mr. Sanchez said it is in the CN dance room.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. There were two bounce house days for Preschool. The Preschool Farewell is May 22 and 23. Dance Recital is May 19th with three shows. There will be one new employee working at the Splash Pad and she is currently our dance instructor. Then there will be three more returning employees that worked last year. The audit is coming up. Director Fullerton said there are three vendors that we wrote checks to, and they can't deposit the checks and one we had to put on our credit card. Ms. Muth said when we first went to this check printing, we were told there wouldn't be any issues. There were issues when we went to Sam's Club to pay it and they called it a low MICR so they couldn't read the check because it didn't have the special ink. We started mailing their check and that was fine. Recently, a company named Marathon that does our t-shirts said they scanned the check and got low MICR so they couldn't deposit the check. Angel went to an ATM to deposit his reimbursement check and the ATM didn't like this either. The last two happened in the last two to three weeks. I am looking for a new printer that will have special ink. I didn't want to spend \$600 and have it not work so I am taking time to find out which printer we need to make sure it works because we only need it for check printing. Commissioner Morgan asked if the company could tell you. Ms. Muth said I asked Locis (our financial software company) and they said they didn't hear any of their clients having issues. When we originally did this, I called them to see if we needed special ink when we purchased the checks and tried to find it on the package. They said regular toner should have no issues. I asked them to let me know if any of their clients have a good solution. Director Fullerton asked if we could go back to the last stock that we had. Ms. Muth said there are two things: one check misprints and it goes out of sequence and must void 50 checks, or you must watch the alignment. The new way, you get a piece of paper with a pre-color on top and stub, stub and nothing else written on the check. It is all printed by us, and we don't have to worry about alignment. We can void a check and reprint without wasting check stock. That is the positive with paper. Director Fullerton asked if you are buying the printer. Ms. Muth said yes. Commissioner Peterson asked if there is new technology. Ms. Muth said some of the printers are wireless. Commissioner Peterson said no, the paying people. Ms. Muth said that would be ACH. The Board wasn't in favor in years past to do a ton of payments. PDRMA is working on doing electronic payment. It is not a bad idea, but some might be hard because you are giving them information. Director Fullerton told Tammy that what you don't know is I contacted PDRMA, and we are not doing the ACH payments and called PDRMA to make sure we won't get penalized/charged for it. I called Beverly Meekins that does our bank rec and is a CPA. She said no one should force you to do ACHs and didn't think they were safe enough right now to do something like that. I told Ms. Meekins that other vendors have asked so if we allow PDRMA, do we have to allow everyone and she said yes, absolutely. It is not just opening it up for PDRMA, it will be for everyone. We have received five requests in this past year for electronic payments. A vendor check would hit our checking account so it will be more reconciliation we have to do on our end. We are giving our account number and routing number out to them and setting it up. I called PDRMA and they were fine with it. They said there will be other districts that say no and we are just trying to go that route. That way we don't have to pay for mailing invoices anymore and not send

checks. There are some vendors that send invoices to the hhpd email and we have to print them out. I look at that email several times a day. We are just not there yet with receiving electronic payments. Commissioner Morgan said aren't those two pieces of information on our checks that you send out. Director Fullerton said they are on the checks. I don't feel secure enough and there is so much fraud out there. We trust PDRMA but would have to do it for everyone.

TREASURER'S REPORT

Commissioner Peterson moved, seconded by Commissioner Zalas, to approve Claim Ordinance 826. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick asked about check #40746 \$137.35 for Andrew Vogrin. Is that our secretary? Director Fullerton said he is our Recreation Assistant. He has been picking up t-shirts, so he has additional mileage. Ms. Muth said he has also been going to a couple of our dance competitions, so mileage is from his house to the competition when on a Saturday or Sunday. We have had four dance competitions throughout this year. Commissioner Kosnick made note of the Investment Report of April 30, 2024, which includes the US Treasury statement. Director Fullerton said the balance for Market Value for 4/30/24 is \$4.3 million. On 4/30/23, the Market Value was \$3.7 million and on 4/30/22 it was \$3 million. This is to show you that we are going up in our US Treasury account. The only difference from last year to now is that we have an extra \$120,000 from the OSLAD grant. One of the commissioners asked about it a year ago to see how we are doing. There aren't a lot of investments we can make because of the rules and regulations for government agencies. Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve the Operating Statements for Tentative April 30, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

Construction began on May 9 at Osborne Park. There is a Construction update in the summer brochure so the residents know the park will be closed and will be renovated this summer. An email was sent to the six residents on April 25 letting them know that construction will begin in May. These residents provided their email addresses during the focus groups so they could receive playground construction updates. We had our first construction meeting with D&J Landscaping with Lorena and Griselda and their construction crew as well as Liz and Cesar from Upland Design and then Zach and I. The topics discussed were trees, concrete removal, and the outdoor fitness station on a slope so they must build it up to ADA standards. The parking lot is old and Sue at Public Works was contacted two years ago when the project began. It is on the City's property, but it is only used for the park. Sue said we didn't have the culvert pipe in before Osborne Park was built. The parking lot does not look very good. It had a hole and some dips in the lot when we looked at it two years ago so D&J can't park heavy trucks/dumps on the lot. There were pictures taken before the project started and the dips and a hole were there. Zach will call Maul Paving to get a price. There is a culvert pipe that would need to be replaced and lowered. You could leave it the way and fill that hole and cut the lot where it is lower. Also, there will be three trees removed that are dead or half-dead and one young tree to be moved. There will be some additional cost for stump removal. We have a concrete sign that we removed but will be put back up once the project is over.

Martin Park Ledge Rock Bid:

The bid notice will be placed in the local newspaper and sent to several contractors that will be able to perform the work. The bid opening will be Tuesday, June 4, 11am, at the CN Center. Zach Ingalls and Director Fullerton will open the bids. Director Fullerton will send the notice to the awarded bidder after the June board meeting approval of the bid. The work should begin in mid to late June and they have until late August to get it done. Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the Martin Park Ledge Rock Bid document. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Recreation Assistant Job Posting:

The Krueger Park Recreation Assistant job was posted on IPRA, Indeed, and posted in-house. We received 32 resumes. The current Recreation Assistant's last day is August 6, however, we will be starting this new person in mid to late June. Mr. Sanchez will conduct the first interviews and narrow it down to two and then Director Fullerton will sit in on the second interviews.

Decennial Report:

The Decennial Report was included in the board packet. This will need to be approved by the Board and filed with Cook County, so this completes this project. Commissioner Kosnick asked who wrote this. Director Fullerton said IAPD provided a draft (outline) which was approximately 75% and then the rest was written by her and proofed by our proofreader. Commissioner Kosnick asked if there was dialog at the luncheons with other park districts of the goal of the State. Director Fullerton said there wasn't much of a discussion other than we must complete it and what are we all really getting out of it. Cook County doesn't want to see your minutes, just the report. Commissioner Zalas moved, seconded by Commissioner Morgan, to approve the Decennial Report. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Audit:

Work has begun on the district's financial audit and closing the end of the fiscal year that ended April 30, 2024. The journal entry information that Ms. Meekins must generate was sent to her. The auditors will be on-site June 25-28 so all reports are due in their portal prior to that date. Director Fullerton said in January is when you start seeing bottom line reports, but Ms. Muth has been busy. The audit starts in a month so if she doesn't have the bottom-line reports, then she can't finalize the audit. Ms. Muth said they will get done. Director Fullerton said the Board members will get the four seasons all at once, dance, and preschool. Ms. Muth said they don't get the dance and preschool usually because it is in the next audit. Director Fullerton said she needs all the bottom-line reports for the 23/24 fiscal year. Ms. Muth said finalized, correct? Director Fullerton said yes. She has given a schedule of the bottom-line reports so that is what is needed.

Incidents/Vandalism:

On April 19, at 7:30pm, a patron came into the Krueger Park Rec Center and informed the facility supervisor that there were boys outside with guns which could be toy guns. They were gathered near the wooded area behind the rec center. The police were called.

A customer came in and was concerned about the sewer located above the ground at the rain garden. He is concerned a child will run down the hill, which is not a steep hill, but they will run down this hill and hit their head. There haven't been any accidents. He is just worried about what could happen. This was designed this way for the Kasey Meadow Park grant. We have several sewers that are above ground (pictures were down). Director Fullerton said it can't be changed. This was designed this way and approved by engineers, MWRD and is an OSLAD grant so it would have to also be approved by IDNR. We can't take it out and we can't build up to the sewer because that is the way they are designed when you have a lot of water coming into the park. These sewers are built based on regulations by the engineer, the architect and MWRD. Commissioner Zalas asked about other parks. Director Fullerton said they all have them and she spoke with seven other parks. We have

never had an injury from a raised sewer. Commissioner Morgan asked how long we have had these sewers. Director Fullerton said this one and the one at the soccer field have been there 20 years. The splash pad sewer and the rain garden with the single pipe were installed in 2015. The one outside the preschool room has been there since 2020. Commissioner Kosnick asked if she called PDRMA. Director Fullerton said no. Commissioner Kosnick asked if something could be put over it like when the two boys drowned at the pond. It was an obvious thing. Director Fullerton said Mr. Ingalls can talk to the maintenance group and see what they have done with covering it or fencing it off. They were designed that way and approved that way. Commissioner Zalas said there hasn't been an issue. If you walk off a curb and you walk in front of a car you get hit. Director Fullerton said you can trip over a curb. Curbs are all over the park. Mr. Ingalls said there is a main purpose for this sewer. You don't want to restrict the flow of water during heavy rain, so it doesn't flood the main sewer going to water treatment plants. You don't want to overflow into people's houses and the roads. It is like the tape we put on the curb. No one else has tape on their curbs but we have to per PDRMA. Director Fullerton asked if other park districts have covered them, or spray painted them. Mr. Ingalls will check around.

Miscellaneous:

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

The CN Center will be closed for dance floor refinishing and coating of the wood floor from Wednesday, May 29 to Friday, May 31.

There will be a refunded bond 2020 wire payment made to Chase bank on May 30 for \$24,360. On June 1, Chase bank will wire it back in the same amount.

Board Officer Position New Signature Cards:

All Board members and the Executive Director signed the paperwork provided by the bank since adding Commissioner Czarny to the park district's bank accounts.

Closed Session Review:

Commissioner Peterson moved, seconded by Commissioner Morgan, that closed session minutes under CLOSED SESSION MINUTES UNDER SECTION 2(C)(21) were reviewed and there was nothing to release. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Director Fullerton distributed her retirement resignation letter and a timeline. Her last day in the office will be 4/30/25 and will be "On Call" to her last paid date of 6/25/25. Vacation and/or any paid time off should be on the 6/25/25 check. On 6/25/25, she will hand in her keys and the new director will deactivate her alarm code. The Executive Director Search will be placed on the June board meeting agenda. There was a discussion about contacting PDRMA to put a Director in place. Director Fullerton said PDRMA is an insurance company, and she doesn't believe that is correct. She knows of three executive search firms, and they are IAPD, HRGOV and Ray Ochromowicz. David Freeman can also be called to assist with the search. He asked how he can assist. There was a question about having a special meeting and not posting it. Director Fullerton said there can be a special meeting, but you need to follow the procedure of posting it and recording the meeting. There was a discussion about the Executive Director job description so it will be included in the June board packet to review. There was a discussion about whether to have a contract for the new director. This will be discussed at the upcoming meetings.

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

The meeting was adjourned at 8:33p.m.

Secretary

ATTEST:

President