

BOARD MINUTES

June 17, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on June 17, 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 Peterson, to approve the minutes of May 20, 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. Evergreen Electric came out to put the control board in at the splash pad. The control board was \$138.30, and the electrician's cost was \$560. It took four hours to replace it. We stopped cutting grass this week due to the hot weather because it damages the grass. Maintenance has been working on the area at the front entrance where the book library is located. The mulch will be replaced, and new flowers will be planted. Biosolids have been spread by staff at Martin Park. Director Fullerton said we had some vandalism with sidewalk chalk. It was on the concrete and two small children drew all over the CN side of the building with the chalk and we couldn't get it off. It has been dulled but you can still see it. The police were called to report the vandalism and they received a video of the children drawing on the concrete and building. We asked staff not to use sidewalk chalk this summer. This happened in the evening, so it had nothing to do with camp. but we couldn't get it off. Also, on Friday, the power went out at KP for less than a minute and then there was a rubber/smoke smell, so the building was evacuated. The fire department didn't see a fire or any damage. The KP secretary said that the last time it happened, it had a rubber smell, and it was from a plug that had smoke damage. Maintenance will check out the entire building. Mr. Sanchez said this was a year ago that a plug had smoke damage. Director Fullerton said the Gym East Unit compressor is not working. This compressor was struck by lightning last year. The technician said that this time it wasn't lightning. It was an internal electrical failure. There is a warranty on the compressor (\$1,100) but not for labor so the cost will be \$4,000. There are still two units running in the gym with air conditioning. There are a total of four units in the gym. The north unit has been down for a while and needs a full replacement. Mr. Ingalls said for the East unit they have to replace the faulty contactor, the crankcase heater, suction drier and the refrigerant is probably the most expensive for approximately \$2,000.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. Full Day Camp filled to 111 which is three less than last year for the first session. Little Rascals has a few less than last year which is fine because the

little ones need more attention. There are over 150 children in camp for the first session. The cicadas have been a challenge during camp. There will be three inflatables at the Street Fair. We will sell \$3 tickets for the inflatables. The commissioners received a sign-in sheet to volunteer at Street Fair to sell tickets. The full-time new KP Recreation Assistant, Amanda Gilhooley, has been hired. She lives in Evergreen Park and has worked at the park districts of Oak Lawn, Chicago Ridge and LaGrange Park in a variety of roles and created programs. She also was a paraprofessional. Her start date is July 8. We received 32 resumes from the posting on Indeed and IPRA's job board.

Mr. Sanchez said we received a phone call from a neighbor who lives behind the basketball courts. The neighbor complained that participants are outside playing basketball early in the morning and asked what time the parks open. We told her dawn to dusk. Then she went to City Hall and the City Clerk called Director Fullerton. The City Clerk had to call Jim Lissio who is the City's Code Ordinance Officer. Mr. Lissio said her complaint was about someone playing basketball at 6:30am and 7am. He explained to her that the park is open, and people tend to work out early due to the heat of the summer. It doesn't appear they are doing anything wrong. This neighbor talked to one of the basketball players and he said he would run first before playing basketball. Two days later there were two people playing basketball at 6:30am. Director Fullerton said the hours for the parks are dusk to dawn and basketball doesn't have any hours, tennis courts are 9am-10pm, soccer courts are 9am to dusk and skate park is 9am to dusk. We open the skate park at 7am so we are not going to wait until 9am since there are no complaints. The 9am opening was in place before she became the director. She has always thought 9am is late so the Board might want to think about changing that to earlier than 9am. Mr. Lissio said the City's noise ordinance is only for construction and is 7am-7pm. She asked if it is for cutting grass and landscaping and Mr. Lissio said no, just construction. We don't typically use power tools or cut grass until 7am. In the Fall through Spring, we start Morning School at 7am so we could have children outside at the courts at 7:05-7:15am. Keep in mind that a basketball post was cut two years ago, and we heard it was because a neighbor was not happy with people playing basketball. The cost was \$7,000.

Marilyn from the City called Angel Sanchez to ask if a neighbor that lives next to KP could put up a fence on the park property. Mr. Sanchez told her he can't make that decision. Mr. Sanchez said that Marilyn said the reason is because this neighbor's fence is not even with the other fences, so they want to extend it out more into park property. Director Fullerton said she has received other requests for fences and gazebos to put on park property. Many thought it was theirs and it wasn't. A neighbor built a fence on park land, and it had to be taken down. Commissioner Morgan said some of the land is from grants, so it must remain open and green. At Krueger Park it was a special rider that went on their deed. After discussion, it was decided to continue with no building on park property.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. The dance recital went well with all three shows. Splash pad opened June 3. Andrew ran the orientation with the staff. We have had issues with cicadas at the Splash Pad, so we purchased a swatter. Audit begins Tuesday. The new version of Rec Trac has been challenging.

TREASURER'S REPORT

Commissioner Zalas moved, seconded by Commissioner Czarny, to approve Claim Ordinance 827. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Morgan made note of the Investment Report of May 31, 2024, which includes the US Treasury statement.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

The construction project is moving along with mostly everything installed. All the equipment came in except for the shelter and the rain garden hasn't been put in yet. They may be done by the middle of July. It was discussed to let the commissioners know when the fence is coming down so we can do a quick ribbon cutting and open it to the public. There was a change order that has been approved so far for the Osborne Park project for a total cost of \$2,715. This is for removing a concrete ramp we don't need for a credit of \$450, removing the tree stumps that were not in the project \$2,325, a credit of \$1,960 for a concrete slope and adding curbing along the bench edge (to keep mulch in the playground) for \$1,900. There are currently two holes in the parking lot. Mr. Ingalls said it is \$28,000 to remove the parking lot, bring it down to grade, backfill it, put a new pipe in, repave the lot and restripe the lot. It is a 15" corrugated iron pipe. Standard is 4" but the current one looks less than 4". It may have had 2" of stone but is less than 4" over the years of asphalt. After 20 years, the pipe moved. You can start to see where the pipe is. There will be a lot more stone after dropping the pipe down. The parking lot will not be any bigger and will be the exact same size. It is on City's property, but Sue from Public Works said it was put in because of the park. Director Fullerton said we don't have to go out for bid but it needs to be approved by the Board. Upland Design said they may be able to get us some money for the parking lot from the IDNR (Illinois Department of Natural Resources) since we are under budget by \$68,000 currently so they will call them. Director Fullerton said she drives by Osborne regularly and there were two people that went into the construction area and were smoking. The contractor said he asked them to leave but they wouldn't. She told the contractor to call the police next time. When she approached them, they said they would leave and didn't know they couldn't be there because the fence had an opening and commented that the new playground was beautiful. Commissioner Czarny asked if we put sod down. Director Fullerton said no, they will be putting seed down for restoration and that grass was already there.

Martin Park Ledge Rock Bid:

There was only one Martin Park Ledge Rock bid received by Thornton Equipment Services for \$83,000. Many of the contractors that Director Fullerton talked to said they were not bidding because they are too busy for the rest of the year. Thornton was also the only company that we received a quote from for \$63,000 on 5/3/24. The project will be on-hold and we will re-bid it in January or February with a bid acceptance at the March board meeting. Then we will give the contractor to October 1 to complete the project. Additionally, this would include changing the bid to two projects within 10 years versus what was in the bid which was two projects within two years. Zach also recommended adding language that the job must be completed within 30 days from the start of the project. Commissioner Peterson asked if a seawall company should be called? Director Fullerton said she called the landscape architects to try to find someone and they didn't know anyone. We reached out to McCloud who manages our pond. We can call the seawall companies.

Security Camera Guidelines:

PDRMA requires the park districts to identify several SMART (Specific, Measurable, Action-Oriented, Realistic and Timely) Goals for the PDRMA review. One of the goals they have recommended is to develop guidelines for our security cameras. Commissioner Zalas moved, seconded by Commissioner Morgan, to approve the Security Camera Guidelines as presented. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

Dance Floor Sanding and Coating:

In 2022 when Specialty Floors sanded our dance floor, we noticed some streaks several months later. Specialty Floors did some additional work with sanding in 2023 and it was much better. They didn't charge us for this extra work. This year they did additional light sanding and recoating on May 28. It looks a little better, but you can still see some streaks as you look from the ballet bars. Specialty Floors said every year it will get better and eventually you won't see the streaks. To get rid of them completely, Specialty Floors would have to sand down into the bare wood, but we just had that done in 2020 (before the streaks). Specialty Floors said you don't want to do this sanding to bare wood unless it has been after 10 years. They also said you only want to do this extensive sanding four times in the life of the floor. In conclusion, Specialty Floors will continue to work on getting rid of the streaks each year.

Splash Pad 2023 Bottom Line Report:

The following is a recap of three years of the splash pad's gross revenue: \$8,430 for 2023, \$7,620 for 2022 and \$9,329 in 2021. The bottom line for 2023 was -\$21,823, 2022 was -\$24,911, and 2021 was -\$21,970. A negative amount is always shown due to the allocation of capital items and depreciation. Number of passes for 2023 was 80, 2022 was 83 and in 2021, it was 85. Walk-in daily admission revenue was \$6,419 in 2023, \$6,280 in 2022 and \$7,220 in 2021. The revenue for rentals was \$525 in 2023, \$0 in 2022 and \$640 in 2021. Expenses were \$23,887 in 2023, \$26,553 in 2022 and \$26,293 in 2021. Water was \$106 more than last year (total water = \$1,126) and Electric was \$377 less (total electric \$1,111).

Summer 2023 Bottom Line Report:

The Summer 2023 program net revenue was \$116,367 in 2023, \$99,907 in 2022 and \$117,285 in 2021. The number of classes was 92 in 2023, 104 in 2022 and 91 in 2021. Enrollees were 1,779 in 2023, 1,822 in 2022 and 1,587 in 2021. Expenses were \$59,847 in 2023, \$53,822 in 2022 and \$33,183 in 2021. Instructors' pay was \$63,508 in 2023, \$65,844 in 2022 and \$33,642 in 2021.

The following is a comparison of program areas for the past three years:

Special Events	2023 \$27,869	2022 \$39,206	2021 \$44,290
Concerts	2023 -\$4,098	2022 -\$3,341	2021 -\$1,814
Adult	2023 \$219	2022 \$203	2021 \$260
Contractual	2023 \$4,184	2022 \$5,105	2021 \$5,218
Senior	2023 \$684	2022 \$741	2021 \$651
Tot	2023 \$1,448	2022 \$1,603	2021 \$1,071
Teen	2023 \$502	2022 \$1,603	2021 \$16
Trips	2023 \$443	2022 \$2,974	2021 \$322
Youth	2023 \$6,903	2022 \$9,253	2021 \$6,088
Camp	2023 \$79,864	2022 \$44,615	2021 \$62,158
Summer Dance	2023 \$5,091	2022 \$4,259	2021 \$4,384

The net revenue for the carnival was \$27,869 in 2023, \$39,310 in 2022 and \$45,125 in 2021. The revenue was lower in 2023 because the Carnival was canceled on Thursday due to the extreme heat. There was an additional \$757 spent on concerts because band prices increased. Camp had the largest increase due to the enrollment which had 793 enrollees in 2023, 592 in 2022 and 546 in 2021. Summer Dance increased in enrollment from 106 in 2022 to 127 in 2023. Contractual and Tot decreased due to no gymnastics. Teen revenue decreased due to lower numbers in hoops. Trips didn't do well because only the Four Winds trip went. Youth decreased because Summer Krueger Krew numbers were low, however, the program was one less day and offered before camp began versus after camp was over.

Early Voting Polling Place:

HB 4488 was passed in May which would allow a park district to tell the election authority that the park district building is not available as an early voting polling place. The current law allows the election authority to require units to make their buildings available as early voting polling places for up to four weeks. We haven't had any requests for early voting places yet, but we have been forced to accommodate the election authority for voting when an election was moved from March to June. Their attorney contacted us and told us we had to do this. We had 125 kids in camp and couldn't use our building fully, so we planned a camp trip that day. We have also been told we had to have two precincts at one time in Activity Room A&B in 2020 and 2021. It was very crowded during those years in the activity rooms, but we made it work since we didn't have a choice. The election judges and staff were not happy about it and complained. In 2022 and 2023, there was only one polling place assigned to us.

Financial Audit:

Audit preparation has continued throughout this past month. The auditors will be on-site, in the Director's office, and it is scheduled from June 25-28.

Incidents/Vandalism:

On May 29, at 10:45am, a 15-year-old boy took his friend's car joy riding and lost control. He drove between the two wood posts and ran into the fence and then drove through the park to get out. The cost of the fence damage is \$3,000. We sent PDRMA the property damage claim. There was a police report as well. Court for this is June 25 at 9am. Commissioner Zalas asked if we have insurance. Director Fullerton said yes, and the accident report and photos were submitted to PDRMA. PDRMA will write a letter to the owner of the vehicle's insurance company to pay for the fence damage.

Executive Director Search:

The following was in the Board packet to assist in preparing to hire the new Executive Director.

- 1) Current Executive Director job description.
- 2) IPRA/IAPD Director Search Postings list from 2021 to May 2024.
- 3) Executive Director search postings for agencies similar in size.
- 4) Email from PDRMA, CEO Brett Davis. PDRMA does not conduct Executive Director searches, nor do they do appoint an Executive Director placement.
- 5) Three Executive Director Search firm quotes:
 - A) Executive Decisions Consulting
 - B) Illinois Association of Park District
 - C) GovHR/MGT

There was a discussion about the job description and job posting. Director Fullerton mentioned that it is very important to make sure the job posting includes the CFO (Chief Financial Officer) duties of the job since most Executive Directors don't assume that role. She doesn't want to be in the room for the interviews and recommended hiring a consultant for the Director search. After discussion, the Board will hold a special meeting to discuss the Executive Director search. Director Fullerton asked for seven days to post the meeting properly and to make sure the room is available but legally, only 48 hours are needed to post the meeting. Commissioner Kosnick asked if they can keep the tape recording of the special meeting. Director Fullerton said the attorney has a tape from a recent closed session so she assumes you can do that too. She is assuming we just need a record of who has kept the tape and where it is located.

Miscellaneous:

The April fitness center and walking track report was included in the board packet. Commissioners were okay that Director Fullerton is not attending the Street Fair. A memo was distributed to the Board about the Recreation Assistant hiring incident that occurred with another employee who wanted to discuss it with her.

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 8:16p.m.

Secretary

ATTEST:

President