

BOARD MINUTES

July 15, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on July 15, 2024, at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

The following commissioners were present: Kosnick, Morgan, Peterson, Zalas. Absent: Czarny.

Also present were Jennifer Fullerton, Executive Director, Zach Ingalls, Maintenance Manager, Tammy Muth, Business Manager and Angel Sanchez, Recreation Manager.

APPROVAL OF MINUTES

Commissioner Peterson moved, seconded by Commissioner Zalas, to approve the minutes of June 17, 2024.

Ayes: 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. The turtle feature at the Splash Pad was removed and replaced with a ground sprayer. The turtle is working but we wanted to try a different feature. The ground sprayer was \$1,000. We will replace some O rings and seals on the turtle this winter. The RPZ's will be inspected in August. The gym east unit had to have the compressor replaced for \$4,200. Commissioner Kosnick asked about the warranty on the HVAC and asked why the parts weren't included. Mr. Ingalls said the parts are included; it is the labor that we have to pay for. It was only the compressor part that was under warranty.

Director Fullerton said the compressor that was covered was \$1,100 and we had to pay for the labor.

Commissioner Morgan asked if we have more trouble than normal with that. Director Fullerton said there are some older HVAC units in the gym, and we have it in our master plan to replace the gym unit, the storage and the vestibule HVAC. We are getting quotes now and that should be the last of the older HVAC units that need to be replaced. Mr. Ingalls said that will be the last HVAC units prior to 2015.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. The Four Wind's Trip had a loss of \$251. This was the first casino trip that had a reduced price. We have the full-size bus for this trip. The Petting Zoo event on July 18th was open to residents and our camp. The zoo event was for four hours. We are considering it for the Street Fair in the future. The Bike Rodeo went well with 84 participants. We have 170 campers in all our summer camp programs for session two. The Street Fair went well, and the weather was nice. The sales were \$1,803 that day. Concerts begin next week. National Night Out is August 6. The sponsors are Old National Bank, Green Hills Library, Roberts Park Fire, Police/City of Hickory Hills and the park district. Commissioner Morgan is concerned about the Petting Zoo at the Street Fair because it could be hot and rainy. Mr. Sanchez said we had to put up tents for the event at Krueger Park and would need to do that for any other events with the zoo animals. Commissioner Morgan asked what about the Fall Festival. Mr. Sanchez said we don't have that event since our carnival was moved to the end of August and typically the Fall Festival would be four to five

weeks later which is tough to have two special events within a months time. We would have to move the carnival to a different time.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. The preschool numbers in the report were from the year that just ended, so she went over the numbers for the current year. Mini School will be back. The Preschool Evaluation was in the Board packet. Ms. Muth asked about celebrating Eid since this was a comment. When we celebrate Christmas, it is about Christmas stockings, snowflakes, getting presents from a man in a suit and not tied to the religious side of it. This is the same as Easter which is the bunny, decorating eggs but not the religious side of it. They have asked if they can hand out a goodie bag on Eid and we have told parents yes as long as it is not tied to religion just like during Christmas. Commissioner Zalas asked if you celebrate Ramadan. You can bring gifts but not for that reason. Ms. Muth said no. After a discussion, it was decided to not specifically celebrate Eid. Some summer dance classes are low, but we are going with all of them. Fall dance classes will be capped at 12 participants. We had a special guest come in from Colorado to teach the dance students. She taught technique and how they explain things. There were rave reviews. Commissioner Kosnick asked if there was a monetary cost. Ms. Muth said yes. The cost was over \$1,000 for 20 hours of working with the girls from Wednesday to Saturday. We also paid for her airfare, which was \$81. The Dance Evaluations were in the Board packet. Splash Pad is going well and the staff find their own replacements. The audit went well on my end. They had three to five questions for me. Commissioner Zalas asked what the questions were from the audit. Ms. Muth said mainly IMRF because they changed their system and the report IMRF is generating is different. Another question was that they didn't like the way that IMRF was tying to the balances and has a lot to do with coming out of our paychecks versus when they get paid. Director Fullerton said the auditors asked her a bunch of questions. One was to explain the increases and decreases of 10 different budget line items which was similar to what the Board gets in the fiscal summary. This past Friday they asked more questions on IMRF. Beverly Meekins does a spreadsheet showing how it is IMRF balanced out and explained to the auditor what is accrued and what isn't. There was a payroll in April, but employees were paid May 1. Technically it should be tied to April 30 because the May 1st paycheck is for time worked in April. So, I had to explain to the auditor why Ms. Meekins had it as an accrual. It is not a large amount; it is \$5,000. We are accrual basis not cash basis so it should be in April so we will see how the auditor allocates it. The draft should be received in two weeks. Commissioner Zalas said my questions were overall for the park in general. Director Fullerton said my questions are different than hers. She gets questions about payables and payroll as well as revenue since she develops revenue reports. I am everything else and Ms. Meekins and I get different questions where Ms. Muth is not involved. Commissioner Zalas said sometimes they ask questions differently from one employee or another. Director Fullerton said yes, they do that. Previously they would interview other employees that have nothing to do with the audit, but they didn't interview anyone this year. Mainly they are looking for fraud when asking employees to answer questions.

TREASURER'S REPORT

Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve Claim Ordinance 828. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Morgan made note of the Investment Report of June 30, 2024, which includes the US Treasury statement. The new CD rates are 5.70% for six months. \$100,000 was cashed from US Treasuries.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

Everything has been installed at Osborne Park, so we are going through punch list items. There is no payout this month for the project. IDNR responded about adding the pipe and parking lot paving to the Osborne Park project and said yes. It will be a 50% split, so the park district will have to pay \$11,825. There is no change order for this since we didn't go over budget. Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve Riccio Construction at \$14,400 for underneath parking lot work, Maul Paving for \$8,500 for Full Depth Mill Pave and \$750 for Maul to do the stripes for a total cost of \$23,650. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. Mr. Ingalls said the parking lot work consists of digging out the parking lot, bringing it down, resetting piping to grade, leveling it out and putting down stone. Director Fullerton did a two-hour inspection of the park since it is close to the end of construction and has created a punch list with Mr. Ingalls. She will email the Board when it is time to cut the ribbon and open the park to the public.

Fitness Center 2022/2023 Bottom Line Report:

The fitness center bottom line net revenue was -\$6,974 in 2023 and -\$3,341 in 2022. There was a total of 459 enrollees in 2023 and 400 enrollees in 2022. The enrollees include the fitness center, walking track, lockers, Hydro Massage, daily passes, open basketball, and personal training. Fitness center full-year members (non-senior) were 90 in 22/23 and 87 in 21/22. Walking track members (non-senior) were 8 in 22/23 and 8 in 21/22. Hydromassage had 39 in 22/23 and 30 members in 21/22. Open basketball increased and was \$1,988 in 22/23 and \$1,273 in 21/22. The walking track revenue was \$2,125 in 22/23 and \$2,418 in 21/22. There was one women's locker rental for the past three years and no rentals for men's locker rentals. Senior fitness membership was \$15,880 in 22/23 and \$15,530 in 21/22. Expenses were \$48,980 in 22/23 and \$40,088 in 21/22. Expenses increased because the Hydromassage chair was replaced. There is a separate zip code report for the fitness center. The report shows the total membership is 68% from Hickory Hills, 13% from Palos Hills, 7% from Justice and the rest from various surrounding suburbs. There were 316 members from Hickory Hills. Commissioner Morgan asked how the equipment is holding up. Director Fullerton said that we replace pieces that are getting older. We have an inventory sheet that we review each year of what needs to be replaced. There is a six-month inspection by a fitness company. Mr. Sanchez said there are two strength pieces that we had from the original fitness center in the gym. They are the next in line to be replaced. The treadmills are holding up because we have a variety of them and can see the mileage. They check the belts and oil the machines. Director Fullerton said maintenance has to empty out water every year for the Hydromassage and do some small part replacements on other fitness pieces.

Fall 2023 Bottom Line Report:

The net revenue for Fall 2023 programs was \$9,249 in 2023, \$9,713 in 2022, and \$4,873 in 2021. There were 1,085 enrollees in 2023, 1,054 enrollees in 2022 and 1,011 in 2021. Special events, adult and contractual programs increased. Senior, Trips, Youth and Tot programs decreased. Special events increased because the Garage Sale did very well with a net of \$608 and we added a new program called Taste of Hickory Hills (net \$61). Adult programs increased by \$308 because we added Pickleball and Acting. Contractual programs increased by \$633 because Karate, MMA, Yoga and Easy Does It all increased. Teen remained the same since there were no programs that went in 2023 nor in 2022. Senior programs decreased by \$72 (7 less enrollees) which was from the senior luncheons. Pinocle and Dominos also decreased. Trips decreased from a net of \$462 in 2022 to \$4 in 2023. Only the Four Winds trip ran, and it made \$4 which is lower than other Four Wind trips. Youth had a substantial decrease of \$2,440. All the youth programs decreased. Tot enrollees were 16 in 2023 and 31 in 2022. All tot programs decreased.

Winter 2023/2024 Bottom Line Report:

The net revenue for 2024 was \$14,199 and in 2023 it was \$14,802. The number of winter classes increased from 71 in 2023 to 82 in 2024. The number of participants decreased from 1,056 in 2023 to 913 in 2024. Adult, Contractual, Tot, Teen and Trips increased. Trips increased from the Four C Notes trip (net \$429). Four Winds was canceled but only brought in \$28 the previous year. Special Events, Senior, and Youth decreased. Garland was purchased and coded to Special Events. The cost was \$1,529. Senior revenue decreased by \$209, and it was mainly from the senior luncheons. Youth programs decreased by \$2,550. This was from Holiday Krew (down \$2,536) and Violin (down \$790). However, birthday parties increased as well as Hoops and I've Got Game.

Martin Park Fence Damage:

Director Fullerton attended court on June 25 for the 15-year-old that that ran into the fence at Martin Park. The cost to repair the fence is \$2,949. The owner of the car wasn't at court. The 15-year-old appeared with his mother. The case was continued to August 2 at 9am. The Peerless Fence quote is only good for 15 days so we are moving forward with the repair since the price could go up \$400. HHPD will pay the entire amount to Peerless and then PDRMA will reimburse the park district up to \$1,000. Commissioner Peterson asked if the car owner has insurance and would pay for it. Director Fullerton said the mom of the 15-year-old asked the judge if the car insurance will pay for this damage. The judge said no since it wasn't your car. Director Fullerton said the invoice for the fence was submitted by PDRMA to the car owner's insurance. Commissioner Zalas asked if someone witnessed it. Director Fullerton said yes, there was a person in the park that witnessed it and we have her statement. The fence was repaired so as soon as we receive the invoice from Peerless Fence, it will be sent to PDRMA, and we will receive the money for the invoice minus \$1,000 for our deductible. Once the offender pays for this, then we will get the \$1,000 back to the park district.

Incidents/Vandalism:

On Wednesday, June 19, 2024, there were many fireworks set off in the seating area in the KM basketball courts/skate park. The smoke bombs stained the concrete and there was a lot of clean up, so the skate park was closed on Thursday and Friday of that week. The security video shows the offenders, so the video was given to the police.

On Friday, June 21, 2024, there was a complaint about someone littering with a bunch of candy wrappers and smoking a Hookah on the grass next to the playground causing others to inhale the smoke. She is requesting that the Board discuss banning smoking in the parks. Commissioners discussed banning smoking in the parks and are not banning it at this time but will keep it in mind. It will be difficult to enforce similar to the "no pet" ban.

On July 2, 2024, one of the neighbors who lives near the skate park parking lot was concerned about fighting, play boxing, fireworks, gathering in the skate park parking lot and throwing garbage all over. The police are currently involved with this complaint and these offenders have been approached by the police and were given a warning and then tickets because they kept coming back. They are banned from the parks until 7/25/25. Director Fullerton showed the commissioners a new Trespass Notice form from the police that will be filled out for future warnings.

Financial Audit:

The auditors were on-site June 25 & 26. There were two auditors on-site for the two days. They commented that our records were in order and clean. There were no improvements mentioned during the on-site audit. We are waiting for the draft of the audit which should be received within a few weeks. There were no questionnaires to fill out this year and they didn't have questions for other employees like the rec staff and didn't have questions for the commissioners either.

Executive Director Search:

There was a discussion of having a special meeting. Director Fullerton said that the preschool room could be used at 4pm in the summer and 5pm fall through spring. She will coordinate putting up the special meeting agenda postings, making sure the tape is set up, the room is set up and that there is an employee at the front desk who will close the building when the special meeting is finished.

Miscellaneous:

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

We received a FOIA request from FOIA Professional Services for the following: “name of company who provides the software you use for your general ledger system, system of record for accounting, and/or to processes accounts payable vendor invoices for payment.” They received the 24/25 Locis invoice for our financial software.

Director Fullerton represented the park district at the Green Hills Library Summer Reading Kickoff event on June 10, from 2:30-7:30pm. The Library event was well attended with approximately 200 people. We set up our HHPD tent so many parents came to pick up a concert flyer, special event flyer and our brochure and played a Bozo Buckets game.

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

The meeting was adjourned at 8:01p.m.

Secretary

ATTEST:

President