

BOARD MINUTES

August 19, 2024

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:07pm on August 19, 2024, at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

The following commissioners were present: Czarny, Kosnick, Morgan, Peterson. Absent: 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 Kosnick moved, seconded by Commissioner Morgan, to approve the minutes of July 15, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

SECRETARY'S REPORT

Nothing to report. The giveaway from National Night Out was given to the commissioners. The left-over tamborines from the event will be donated to SWSRA for their sensory room and will be prizes at the City's Trunk or Treat event in October that the park district will attend.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Mr. Ingalls presented the maintenance report, and it was placed on file. The backflow inspections should be next week. The vendor had a scheduling issue. Director Fullerton said that Mr. Ingalls and Mr. Sanchez met with the Chief of Police to go over the carnival. They will be having an ATV during the carnival. We will be closing the skate park, basketball, soccer and tennis courts at 8pm every evening of the carnival. It is approximately one hour sooner than sunset.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. The first summer concert ended after 45 minutes due to rain. The second and third concerts went well. The Carnival starts this Thursday to Sunday. The managers, the director and the two recreation assistants all have a shift that they will work so there is a park district staff presence. Signs and posters promoting the carnival are posted throughout the city. A notice was purchased on the billboard located on 87th Street and two newspaper ads were placed in the Southtown. There was a complaint regarding an incident in camp between two participants and the recreation manager and executive director will continue to communicate with the parent, as well as get some guidance from PDRMA. Also, part of this complaint was that we put a 9 and 12-year-old in the same camp group. The park district camp is for 6–13-year-olds and is not by different age groups.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. Preschool registrations have been increasing and more are inquiring so we will keep promoting it. Today was the "Meet the Teacher Day" where students came in with their parents and did a coloring project. Dance performance tryouts were the past two Fridays so they know where they will be placed. Dance begins September 12. Ms. Muth would like to take the

CN Secretary position from full-time to part-time and then hire an afternoon secretary. He is semi-retired and would like to work part-time. This will be discussed further in the directors' report.

TREASURER'S REPORT

Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve Claim Ordinance 829. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. Commissioner Morgan made note of the Investment Report of July 31, 2024, which includes the US Treasury statement. Commissioner Kosnick asked why there is a negative amount on p. 2 of -\$31.66 for interest on the Treasury Report. Director Fullerton said she will call the bank and ask for the details. It may be because when we need cash, US Treasuries are cashed in a little sooner than the maturity date.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

Commissioner Kosnick moved, seconded by Commissioner Morgan, to approve Payout #6 for Upland Design for \$5,300.03 for construction development and on-site visits and meetings. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

Commissioner Czarny moved, seconded by Commissioner Peterson, to approve Payout #1 for D&J Landscaping for \$280,167.91 for construction. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

We have a delay on the paving portion of the project. Riccio finished lowering and replacing the pipe. Maul Paving was informed two weeks ago that they can begin the work for the asphalt paving. Maul originally told us they would complete the job on August 19. Today they said it will be September 5th before they can complete the work. We told D&J that they can complete the punch list and take the fence down. We need a one-day notice so we can take pictures for the grant and do a quick ribbon cutting. The parking lot won't be done for the ribbon cutting but everyone can park on Coey Lane. The project is not complete until the paving is done, and all invoices are in. Only then can we close the project and get the second half of our money from Illinois Department of Natural Resources. Director Fullerton will inform the residents that it is a partial opening so they can walk to the park since the parking lot is not yet completed.

Commissioner Czarny sent a text to Director Fullerton that there were people sitting in the park even though the construction fence was up. The police asked if in the future, that person who sees this should call the police otherwise everything is coming from a third party that is not on-site. Commissioner Czarny said when it is not done, how do you know something is not going to fall on you and your child that is under that gazebo is not going to get hurt. It is not finished and is not inspected yet.

Martin Park Fence Damage:

Director Fullerton attended court on August 2 for the 15-year-old that went joyriding and ran into the fence at Martin Park. Their attorney approached and told me that they don't have the money to pay for the fence and said they are going to call their insurance company and ask if they will pay for it. When called up during the hearing, the judge asked if we were ok with waiting for the money and Director Fullerton said yes. The cost to repair the fence is \$2,949. The next court date to appear will be September 11, unless they pay the park district prior to that. Commissioner Kosnick asked when the incident happened. Director Fullerton said May 29. Commissioner Kosnick asked why she didn't call her insurance prior to this.

National Night Out:

The South Suburban Crisis Center asked to have a table and giveaway items at National Night Out a week before the event. We don't allow this since we have sponsorships for this event. We get similar requests at least once per year. She referred them to the Street Fair which is \$100 per table for anyone including a non-for-profit.

The National Night Out event went very well this year. We gave out 494 tambourines and 550 were ordered. The park district also handed out chips and cans of soda. We had two balloon artists which were also free. The park district dance team performed at 7:30pm while the band took a break. The police, fire, library and Old National Bank attended and had information at their tables and some giveaways. We had the Tropical Sno Truck selling shaved ice at all three concerts. There was a food truck at the second and third concert. The food truck didn't show for the first concert. The expenses were \$3,884 and we received \$2,358 in sponsorships so the park district's cost was \$1,527. Commissioner Czarny said the police can't pay for the band like in the past. Director Fullerton said the last police chief said they couldn't pay for the band. This police chief said they could pay for the giveaway item, and it was \$988. All the other sponsors paid \$500.

General Email Address Change:

The general email box for the park district will be switching from hHPD@sbcglobal.net. The district's IT company is recommending this since the sbc email is unprotected and there is no way to secure it or prevent viruses and malicious content from reaching it. There are many vendors that use this email address as well as IDNR for our grant, FOIA requests and questions from the public. Tammy Muth said there are some issues with multiple people checking these in the dance and preschool hHPD emails, so she needs time to work out these issues. Once she is ready, we will move away from this email.

CN Secretary from Full-Time to Part-Time:

Director Fullerton said this is a Board decision because the Board approves adding full-time positions so the Board could reduce it down to nine full-time employees. We don't typically allow an employee to decide on a position. The current secretary did not ask, Ms. Muth asked him. If you are willing to do this for this employee and this position, you should consider it for other employees. The maintenance department and Executive Director need more help so the tenth employee could be moved to those departments. Would the new Director like another full-time position to help with their role or could maintenance use another full-time employee? If you are going to reduce the CN Secretary to part-time and have two part-time jobs, you are not saving a lot other than IMRF. The current CN Secretary is not on health insurance, but he could ask to go on it in the future. We don't need to save money by cutting a position, because our park district is doing well financially. When we didn't have the full-time Rec Assistant and the CN Secretary was out, it did affect the Director because at times, I had to watch the front desk when someone was on vacation or sick, if Ms. Muth was not around. Ms. Muth said when she interviewed him, he wasn't thrilled about full-time. He has been doing a great job. He has taken some time off for doctor appointments. He likes it and doesn't want to leave but doesn't want full-time and he will be here while we look for someone. He is an asset to us, and we don't want to lose him. Ms. Muth said the position was two part-time employees in the secretary position before we had a rec assistant. After discussion, it was decided that the CN Secretary will remain full-time so there is no change at this time.

Incidents/Vandalism:

On July 5, our employee was closing the skate park and called the police regarding a suspicious vehicle parked on the grass next to the garage. The employee approached the vehicle, and the occupants became angry, shouted profanity and threw a water bottle at the employee. They left before the police arrived.

On July 24, a lady came in requesting our security camera video because a woman was filming her children. They were playing together but it was the way she was filming, next to her hip. She was told we can't release our camera video to the public. She would have to call the police, and the police would then request to view it. The police would view the camera video to address her issues. She went to the police station.

On July 26, at 4:45am, there was a woman sleeping on the bench at KP who appeared to be homeless. The facility supervisor called the police. The lady walked away right before the police arrived, but they found her down the street and stopped to talk to her. The police report said they are aware of this 47-year-old that is homeless.

On July 29, a neighbor on 81st Avenue (across from the CN building) was having work done on their house and the contractor hit the overhead wires causing the wires to fall on 91st Place. The police called ComEd. On July 30, Director Fullerton noticed the wires were still down the street, on 81st Avenue, so she called ComEd again since children walk down that street to get to Kasey Meadow Park. On Friday, August 2, the CN building had no internet or phone. Also, KP had no internet and no TVs. Director Fullerton worked with AT&T throughout the weekend. On Monday morning she was able to get the internet and TVs working at both buildings, but the phone was out at CN. Another trouble ticket was put in on August 5. An AT&T technician came out on August 6 and said the wood pole fell after the first repair because the pole was rotted. He was able to give us access to the main phone number 708-598-1233 and our fax line as a temporary fix. Ms. Muth notified Director Fullerton that all lines were working on August 13, since she was on vacation. Commissioner Peterson said that the line is still really low.

On August 3, a commissioner sent Director Fullerton a text that there were people in the fenced off area of the new park. This was at Osborne Park. She called the police. The police asked if next time that person would call the police directly, so they have more of a description of the people that are trespassing.

Commissioners' 2025 Election:

There was an email sent from IAPD on July 16 about the election and this was included in the packet. Election candidate petition filing has been moved up by four weeks. The IAPD email states, "Under the new change, candidates for the 2025 Consolidated Election, including park commissioners, may begin circulating nomination petitions on August 20, 2024. The filing period for nomination petitions for the Consolidated Election will be November 12 through November 18, 2024, four weeks before the old deadline." There was not a candidate's election guide out at this time, but it is now online and has the forms the candidates need. You should need a minimum of 25 signatures but should get more than that just in case someone is not a registered voter. She has to double check this in the Local Election Officials Guide but hasn't had a chance to do this since she only noticed the guide coming out today. The website for Illinois elections is elections.il.gov. The seats that are expiring in 2025 are for Joshua Czarny, Patrick Kosnick and Sandra Morgan and are for four-year terms.

Financial Audit:

The Management, Discussion and Analysis portion of the audit is now written by Director Fullerton and is approved by the auditor. The final audit has been received so we will balance May to July. The final audit will be presented in September along with an analysis comparing last fiscal year to this fiscal year.

Executive Director Search:

Director Fullerton said that she received a phone call today from someone locally that is interested in the Executive Director position. He may contact the commissioners individually.

Commissioners discussed the companies for the Executive Director search. Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve hiring the Illinois Association of Park District (IAPD) Professional Services for Executive Director Search for \$8,400. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

Commissioner Morgan said IAPD has a one-year guarantee so if the Executive Director is fired or quits within a year, that they will do the second search at no charge. It will not be a national search and will only be in Illinois. IAPD will meet with the Board. IAPD said searching over the holidays is not productive and their suggestion was to start now, get preliminary work done and get the salary correct. IAPD will scan the resumes and only present the candidates that are qualified. They don't interview but will help with questions and scheduling. They would start the search and broadcast the search. That would give us a director by April 1. Director Fullerton's last day would be April 30. Director Fullerton said she will send half of the down payment plus the agreement

signed by the park district to IAPD. You will want to place the ad for the position on the Illinois Park and Recreation Association website job board. Commissioner Morgan asked the Board if there is anything you want to write down, for example, qualifications, job duties, job description, salary, fringe benefits, extra perks, hours, hour restrictions, days off, contracts, items to go in the brochure, etc. Commissioner Peterson asked if there will be extra meetings. Commissioner Morgan said it is up to the commissioners. We will need to meet with IAPD for at least one hour. Commissioner Czarny asked if it will be at the Board meeting or Special meeting and if it is posted. Director Fullerton said it can be a special meeting if you want but no matter what, you will have to post it when you have a quorum of the Board in a meeting. She can assist with the posting.

Miscellaneous:

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

There was a FOIA request received from Thomas Haley, Indiana, Illinois, and Iowa Foundation for Fair Contracting in the district's general email box for the Osborne Park Construction project. Thomas Haley also attended the Osborne Park bid opening earlier this year. Thomas received all five invoices for Upland Design and the one field report we have received. He also received 157 emails (63 attachments) for the Communication section of the FOIA request. This FOIA request took Director Fullerton 5 hours to complete. This is the third FOIA request from Thomas who has requested other items.

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 8:41pm.

Secretary

ATTEST:

President