

## **BOARD MINUTES**

**October 21, 2024**

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on October 21, 2024, at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> 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, Angel Sanchez, Recreation Manager and Alan Howard from the Illinois Association of Park Districts.

### **APPROVAL OF MINUTES**

Commissioner Zalas moved, seconded by Commissioner Czarny, to approve the minutes of September 16, 2024. Ayes: Czarny, Morgan, Peterson, Zalas. Pass: Kosnick. Motion approved.

### **SECRETARY'S REPORT**

Commissioners that attended the Osborne Park ribbon cutting received a framed picture of the ribbon cutting.

### **PUBLIC COMMENT**

Nothing to report.

### **MAINTENANCE REPORT**

Mr. Ingalls presented the maintenance report, and it was placed on file. There is an issue with the lift station in the Splash Pad. The lift station is there because when it rains, the water that is collected on the pad goes into the pipe and drains to the lift station once water gets up so high because the pad is lower. When the water rises, it gets pumped out and goes into the storm sewer. There are two pumps in this pit that are 18' to 19' deep. The tank is 1,200 gallons and that is the water we use to recirculate to the pad. We need to get rid of the water for the winter by opening the valve and it goes into the lift station and normally you can hear it kick on and see the water coming out. This time it wasn't coming out. There is only one company called Metropolitan Industries that services lift stations. When they come out, they must have two people on-site for safety reasons because it is a confined space. Both pumps are not working so they pulled both pumps. To pull the pumps, the cost was \$1,755. To replace both pumps, it will cost \$6,567. Trying to find a second company is not possible even after reaching out to park districts and municipalities. Metropolitan said they typically last 8-10 years and these were installed in 2015.

The CN Marquee needs to be replaced. The cost will be \$28,722 for the Daktronics message center. It has been bid out since it is through a co-op called Sourcewell. It will be installed by Signs Outlet for \$6,965. There is a five-year warranty for parts. Labor is not included. Daktronics ships it to Signs Outlet. Sign Outlet will take it down and do some welding to fit it and install it. On the top panel, it has the park district name and Sporte. They will replace both plastic side panels that have the name and logo. Commissioner Czarny asked if this is an updated version of what we have or a video board. Mr. Ingalls said it is an updated version, and you can post pictures, videos, and different items up there. You can log in and change it remotely from anywhere. Commissioner Kosnick asked what the difference is monetary wise between these other people and where we purchased it from. What if something goes wrong and they say your people messed up and you don't get anywhere with them. Mr. Ingalls said the manufacturer works directly with Sign Outlet. Sign Outlet is the

certified installer for Daktronics. A company can't purchase the sign straight from Daktronics, the manufacturer. We are saving money buying through the co-op and hiring Sign Outlet since they are the certified installer for this manufacturer. Director Fullerton said Sourcewell is a government co-op and typically has a less expensive price than ordering from a sign company.

Director Fullerton said we are working on the HVAC bid to replace the units in the Krueger Park storage room off the gym, entry way, and one unit in the gym. Also, the warehouse unit and the unit in the office at the Maintenance Facility will be replaced. There are three units in the gym, and the one we are replacing is not working for heat but the A/C works. Hartwig, who is our current HVAC company, gave us a quote, but it is not a bid. We have hired an engineer called 2010 Engineer. They were the engineers for the renovation for the CN Center in 2020. They are doing drawings for this project and will write the bid specs. 2010 Engineering didn't give us a price but said it won't be much because it is a day's worth of work. We didn't want to have a pre-bid meeting and have items brought up that we don't have in the specs like curbing, additional ductwork, etc. Once it is back from the engineer, the bid will be sent to our attorney to review. Attorney Freeman said the Board doesn't have to approve the bid specs, but we will send the Board the bid and will give two to three days to review it. This project is over \$100,000 and the budget is \$200,000. We will also look into a grant with ComEd for these units once the bid is ready. Commissioner Kosnick asked which vendor told you that it doesn't work before the engineer said it was old. Mr. Ingalls said it was Doornbos two years ago. They did the fall inspection for the heat and told us the heat exchanger was cracked so they shut it off and tagged it. We were told the heat exchanger is \$14,000 so we had a discussion among ourselves to see how the winter goes to make sure it is warm in the gym. The two units that are running are enough to keep the gym warm. Commissioner Kosnick asked if that unit has a warranty. Mr. Ingalls said no because that unit is from 1998. Commissioner Kosnick asked if you have had a problem with Hartwig. Director Fullerton said no it was Doornbos, but that technician is not with them anymore. Mr. Ingalls said we used Hartwig with the CN remodel. Director Fullerton said the two units are working fine for the gym, but we don't want to have a problem if one of the two units goes down. Mr. Ingalls said the storage unit off the gym has a large unit because it was for the old fitness center, but we can change it to a smaller unit to save on costs.

### **RECREATION REPORT**

Mr. Sanchez presented the recreation report, and it was placed on file.

### **ADMINISTRATIVE REPORT**

Ms. Muth presented the administrative report, and it was placed on file. There was another preschool registration for the two-day afternoon class. We hired Ms. Emily for two days in the afternoon for Kindergarten Kids Place and brought back Ms. Maria for the 3-day afternoon class in Preschool. For dance, we canceled Ballet 5/6 and added another Mini Pom's class. The results of the Pom's survey was in the board report. Tammy, Andrew and Giana will be at the Chamber's Trunk or Treat event this Saturday. The IMRF shirts that will be purchased were shown to the Board for sizes.

### **TREASURER'S REPORT**

Commissioner Peterson moved, seconded by Commissioner Zalas, to approve Claim Ordinance 831. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved. Commissioner Kosnick asked about Check #41095 which is battery backup for the closet for CDW \$1,408.25. Ms. Muth said it can be used for anything. That one will be used for the phone, server and video. Commissioner Kosnick asked about Check #41104 to Kathy Kilgore who is the proofreader. Commissioner Kosnick said she has made mistakes every month. He said

he mentioned it previously. Director Fullerton asked what the mistakes were and if you could bring them to the Board meeting so it can be corrected, and we can tell her what they were. No one is perfect but we need to know what they are so they can be corrected. Board minutes are written by me and proofed by her. The Director's report is proofread by her and Tammy Muth. Commissioner Kosnick said it was all the reports. Director Fullerton said she would need to know the mistakes so they can be corrected. Commissioner Kosnick asked about Check #41143 to Mity Light, \$2,021.63 for six tables. Director Fullerton said they are for 6ft adjustable tables. Mr. Ingalls said they are used in both buildings. The older ones are a safety concern and have started to crack. Director Fullerton said she looked up the invoice and they were \$286 each and shipping was \$305. Mr. Sanchez said they are light and durable. Commissioner Morgan made note of the Investment Report of September 30, 2024, which includes the US Treasury statement. Commissioner Kosnick asked if the lady at the bank said something about coming down. Director Fullerton said she looks at interest rates regularly, but she doesn't call me to say the interest rates are going down. We talk about capital projects that are coming up several times a year. We just spoke this week about the capital projects that are coming up in the next two to six months. She looks at our projects and how far out we can invest based on how much money we need in the next six months. Commissioner Peterson moved, seconded by Commissioner Zalas, to approve the Operating Statements for September 30, 2024. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

## **DIRECTOR'S REPORT**

### **Osborne Park OSLAD Grant Construction Project:**

Commissioner Kosnick moved, seconded by Commissioner Zalas, to approve Payout #2 for D&J Landscaping for \$38,899.77 for construction. Ayes: Czarny, Kosnick Morgan, Peterson, Zalas. Motion approved. Next, the grant paperwork will be sent to the auditor for review before we go back to IDNR for the final grant reimbursement. Commissioner Peterson asked if the punch list is complete. Director Fullerton said one of the punch list items was to change the Chest Press because it had holes in the handles, and they were replaced. The second punch list item was for two dead plants, and D&J Landscaping would rather wait until the spring because it is not a good idea to plant before the winter. Landscaping is under warranty for one year so they will look at all the plants.

### **Dance 2023-2024 Bottom Line Report:**

The Dance Bottom Line Report shows net revenue for dance at \$46,611 this year and \$46,861 in 22/23. Dance Classes had a net revenue of \$37,936 in 23/24 and \$39,744 in 22/23. Dance Costumes' net revenue was \$8,036 this year and \$6,117 the previous year. Most classes saw increases except Tap (1 fewer student) and Ballet (4 fewer students). Increases for classes were as follows: Jazz (4 additional), Comp (1 additional), Hip Hop (7 additional), Lyrical (6 additional), Poms (2 additional). Tickets sold at the dance recital were 1,036 tickets in 23/24 and 1,054 tickets in 22/23. Commissioner Czarny asked if we would sell merchandise. Ms. Muth said last year it was all online, but some people didn't receive it. This year it will be electronic, but we will put more flyers up and have t-shirts, sweatshirts and jackets. Commissioner Czarny asked about bags. Ms. Muth said if you know what type of bag, then she can investigate it.

### **Krueger Park Cleaning:**

The company that is cleaning Kreuger Park Rec Center is called B&B Cleaning and they are retiring. They charge \$11,400 annually for six days a week. Director Fullerton said a commissioner asked before the Board meeting why it would increase to seven days. We have birthday parties on the weekends, and they make a mess in the rooms, hallways, and washrooms. Commissioners Kosnick asked what the frequency is for birthday parties. Mr. Ingalls said in the winter, it is every weekend. Mr. Sanchez said the same for the fall. The last few years, the average was 45 parties over the weekends because we have programs during the week.

Commissioner Peterson moved, seconded by Commissioner Czarny, to approve DBS for \$13,980 annually for seven days a week. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

**Electronic Message Center:**

Commissioner Czarny moved, seconded by Commissioner Zalas, to approve \$28,722 to Daktronics for the CN marquee and \$6,965 for Sign Outlet to install the marquee. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

**Executive Director Search:**

Alan Howard from IAPD presented the Executive Director brochure. Commissioner Peterson asked if Director Fullerton checked the numbers in the finance part of the brochure. Director Fullerton said yes. They are accurate. Mr. Howard said we included a little more substance in "The Role" so it was clear what was expected in this position. Commissioner Kosnick said everything we have says "Don't Hibernate." Director Fullerton said there is a slogan called "Recreation Don't Hibernate" but we typically use our logo for materials like this. Mr. Howard said it will be a regional and nationwide search. It will be placed on the sites for IPRA, NRPA, the National Association of Accounting Park and Recreation Professionals, American Society of Public Administrators, Professional Diversity network active recruitment, LinkedIn, and emails to our membership. There was a discussion regarding replacing the photo of the CN Center and re-wording the section on years of experience. It was discussed to add "in a similar field" and to remove the five years. The salary was discussed, and it is fine in the brochure. Director Fullerton said the job description currently states that a bachelor's degree is preferred, and an associate's degree will be considered but the brochure says bachelor's degree. If the Board is going to focus on a bachelor's degree only, you might want to change the job description and remove the associate's degree. Commissioner Kosnick said a long time ago associate's degree is what people had but now it is assumed everyone will have a bachelor's degree and it is not rare at all. After further discussion, it was decided to table the job description topic until the next meeting. Mr. Howard said applications are due December 20. All applications will be sent to the Board if it is not an overwhelming response, like 12-14. If it is an overwhelming response, like 25-30, then IAPD can form a small committee to do some of that initial work so as not to waste the Board's time. In January, the Board will conduct candidate interviews and IAPD will do the scheduling for the interviews. The folder you received includes interview questions. The first interviews are typically one hour but you will need to separate them by 1.5 hours. Interviews should be held on several weeknights, and you may have three interviews per night. Director Fullerton said she will coordinate getting the room set up, the tape ready to record, post the agenda and send it to the newspapers like any other meeting. She will make sure there is a Building Supervisor at the desk to lock the building when interviews are finished. Mr. Howard said you will go into executive session and conduct the interviews. Once you narrow it down to two or three finalists, IAPD will get authorization to conduct background checks. IAPD will call the references and provide a summary. You can provide a subject matter for them to present during the second interview of any pressing matter of the district and that would be the first 15 minutes with 40 minutes of questions. You might do a site visit with the candidate, might have a Board committee with the president and someone else or you may take them out to dinner and then talk about an offer approved by the Board. It is the most important decision that the Board makes, and it is a decision you want to be unanimous. Director Fullerton asked if this position will be contract or At Will. Commissioner Morgan said the Board decided it was At Will. Director Fullerton said that she is assuming the benefits for the new director will be the same as what she is receiving. Her benefits are the same as all the employees. She was wondering if the Board would like her to provide a benefit page, like what we give to candidates and new hires. Additionally, as you narrow down to second interviews, you will have someone who may inquire about family health. The park district pays 100% for the employee and one dependent at 75%. Mr. Howard said the Board will need to tell the candidate that it is an At Will employee position and that these are the benefits. Director Fullerton said it is an important discussion for the Board to have because most directors receive full family health paid by their district. Commissioner Czarny asked if Director Fullerton's husband was covered on our insurance. Director Fullerton said when she arrived there was no family coverage paid by the district but now it is 75% for one dependent. If the new director has a family of

four, the park district will be paying 75% for one dependent so their health insurance is going to be expensive, in this example. The current benefit sheet presented to the employees will be in the next Board packet. A few years ago, we had a candidate turn down a job offer because of the health insurance benefits. Mr. Howard said the Executive Director, or an aspiring leader in the field, generally thinks full family coverage is in play and if not, \$100,000 to \$135,000 looks like \$85,000 to \$115,000. You can negotiate for what you want to offer. It is good to know about this in advance. Commissioner Kosnick asked if we have a handbook explaining the benefits. Director Fullerton said it is long. We typically hand all the candidates a one-page benefit sheet and that is what will go in the November Board packet. The employee manual is long, maybe 45 pages, and she can have it ready for them. Mr. Howard said the manual will come into play later. Commissioner Czarny asked if you can include what it will cost. Director Fullerton said she can put all the health insurance costs in the next Board packet.

**PDRMA Medical Insurance Plan Selection:**

The following are the health insurance increases for 2025.

2025: PPO 6.9% increase, HMO 3.6% increase, Dental 3.5% increase, Vision 0%, EAP 25% decrease, Life Insurance 0%. Some of the changes to health insurance were in the director's report.

**Paid Leave Act:**

There is an email of the Paid Leave Act in the Board packet from Attorney David Freeman. Cook County is still talking about an exemption for park districts so we can wait until the November meeting to pass this but no later than that so it can be put in our payroll software before it takes effect on 1/1/25. Director Fullerton has reached out to Cook County about the exemption to let them know it will cost our district \$10,000. They responded and asked if we would appear at a Cook County Board meeting or send a written statement. Director Fullerton said she sent a written statement to them. PDRMA said that because we are in Cook County, we don't have a choice about offering paid leave. Some park districts are not doing it because their City is home rule, or their City exempted the park district. The City of Hickory Hills passed the Paid Leave Act in December 2023 so there is no exemption for our park district. The Paid Leave Act policy will give part-time and seasonal employees one hour of vacation time for every 40 hours worked. The vacation policy waiting period for new full-time employees will need to be changed from 6 months to 90 days to mirror the Paid Leave Act. There is one part-time employee that receives less than 40 hours of vacation time a year so their PTO will change to this new vacation policy.

**Incidents/Vandalism:**

On September 18, the lead preschool teacher informed her supervisor that two preschool children said they were going to shoot her and attack her. There was a parent meeting with both children and their parents.

On September 19, a homeschool group was using our park and had more than 7 people in their group. They were asked to get a permit. After this happened, they called and inquired about getting a permit. Commissioner Czarny asked what her name was. Director Fullerton said Angel Sanchez will know because she booked a rental.

On September 19, there was a fight at the skate park at 6:45pm.

On September 19, a boy removed the fire extinguisher from the hallway at CN near the restrooms and put it in the toilet. He has been banned until 9/19/25 from all facilities and parks.

On October 9, we were informed by the police that the playground bridge at 8824 S. 85<sup>th</sup> Ct. was broken. This is for Petkiewicz Park. Maintenance put up plywood to section off that part of the playground so the children can use the other sections of the park. The section for the bridge has been ordered through the manufacturer of the playground.

Maintenance was cutting too close to a neighbor's fence near Petkiewicz Park. Zach Ingalls met with them to discuss cutting, pushed the fence back, and did a minor repair to the gate.

A person who is running for the House of Representatives asked to put some postcards in our lobby. He was told no because we don't allow literature for anyone else, and it is no different than our own commissioners who can't put items in the lobby when they are running for a position. The policy is, you must be a non-for-profit organization and in Hickory Hills or service Hickory Hills. We get a lot of requests to post items in our lobbies.

**Tax Levy:**

A copy of the tax levy ordinance was included in the board packet since the total numbers are also listed in the Resolution. The Levy Ordinance will need to be approved in November as well as at a public hearing. This year we are asking for a 6.88% increase so there will be a hearing on November 18 since we are asking for over 4.99%. Last year, we asked for a 5.18% increase. A big reason for this increase is the Handicap Fund, which is based on the EAV. The 2022 EAV was 389,626,644 and for 2023 it increased to 498,022,292. Due to PTELL, it is only the Handicap Fund that has this effect. The CPI was 5% in 2022 (Levy year 2024) and this year it is also 5% (Levy Year 2023).

Commissioner Peterson moved, seconded by Commissioner Czarny, to approve RESOLUTION TRUTH IN TAXATION LAW RESOLUTION 2024-2 FOR THE HICKORY HILLS PARK DISTRICT. Ayes: Czarny, Kosnick, Morgan, Peterson, Zalas. Motion approved.

**Miscellaneous:**

The August fitness center and walking track report were included in the board packet. We received a credit of \$740 from AT&T for the claim when the phones went down for several days at the recreation centers. There was a presentation to our staff at our Safety Meeting by the FBI which covered active shooter training. The Election for running for park commissioner is April 1, 2025. The filing period is November 12-18. The candidates need 25 signatures. Commissioner Peterson asked if the person who wanted to speak to our seniors sponsored the luncheon. Director Fullerton said she told him about the fee, and he decided not to sponsor the luncheon since there was a charge.

Commissioner Zalas 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 8:53p.m.

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**Secretary**

**ATTEST:**

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**President**