

**BOARD MINUTES**  
**September 16, 2024**

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on September 16, 2024, at the Cynthia Neal Center, 8047 W. 91<sup>ST</sup> Place, Hickory Hills, Illinois.

The following commissioners were present: Czarny, Morgan, Peterson, Zalas. Absent: Kosnick. Commissioner Peterson arrived at 7:32pm.

Also present were Jennifer Fullerton, Executive Director, Zach Ingalls, Maintenance Manager, Tammy Muth, Business Manager, Angel Sanchez, Recreation Manager and resident/City Clerk Joseph Stachnik.

**APPROVAL OF MINUTES**

Commissioner Zalas moved, seconded by Commissioner Czarny, to approve the minutes of August 19, 2024. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved. There is a correction on the minutes under Secretary's report. The correction is trampoline which was incorrect and should be tambourine. Director Fullerton will correct the minutes.

**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. Maintenance worked on the grass after the Carnival. Public Works let us borrow their asphalt roller for the bottom of the hill because of the deep ruts from the Carnival trucks in and out for set up and break down. There were also some holes in the asphalt from the Carnival company. Additionally, a section of the grass at the bottom of the hill was taken out from weeds called Bentgrass. The only way to get rid of the weeds is to take them out to kill them, plant grass seed, and regrow the grass. The temperature is too hot so we will reseed in the Spring. You want it to be in the low 80's or high 70's during the day. We are closing the splash pad this month and it ran all season with no issues. The RPZ valves passed the inspection for a total of \$900 for the inspection.

**RECREATION REPORT**

Mr. Sanchez presented the recreation report, and it was placed on file. We will be attending the back-to-school event on September 18. There was a discussion about the fake mega passes that were turned in at the Carnival. The Carnival company caught the fake passes right away and turned away the children that were trying to use them. These passes were given to the park district for free per the Carnival contract and were given to vendors and agencies such as the library, city, police, fire and some of the vendors that donate gift cards and discounts on food for park district events. The layout of these passes is changed every year. This was an isolated incident and hadn't happened previously. Mr. Stachnik recommended that we provide a list of names, not give them the voucher, but rather have them come to the Carnival and present an ID to receive the wristband. Then the form stays with the vendor the entire time. Mr. Sanchez said there was an accident at the Carnival where a child jumped in the Carnival owner's golf cart and ran over the foot of the Carnival owner. The owner reported the accident to Tammy Muth. Ms. Muth said the parent of the child was right there and saw her child get on the cart. Commissioner Czarny said that people brought their dogs to the Carnival, and they were large dogs. They

may have been a carnival worker's dog. Director Fullerton said the Carnival workers know we don't allow dogs. There was also a discussion about the Carnival company's accident last year with a ride since it was on the news today.

Commissioner Morgan asked if we lost money because of a bus issue on the Four Winds trip or is it that we normally lose money on that trip. Mr. Sanchez said that in the Spring, the Board made the decision to reduce the price of the Four Winds trip and to have a full-size bus for the trips. This was for one year only. Commissioner Morgan said she is glad you are putting attention into the After School program because it is a good program for the community and for the kids to know they have a safe place to go. Mr. Sanchez said that it is a good feeder program for all of our programs.

### **ADMINISTRATIVE REPORT**

Ms. Muth presented the administrative report, and it was placed on file. We have one additional student in the preschool program. She went over the preschool staff schedule. Mini School runs for 1 hour from 12:30-1:30pm and participants can choose their days. Some Level 1 dance classes are splitting at the seams but in Level 5/6, we are lucky to have five children. We are moving some children around to create space for the participants on the wait list. Some of the splash pad staff will be working as Building Supervisor. Commissioner Czarny asked about the Mini Poms' survey. Ms. Muth said there was a good consensus, on what everyone wanted, and the times didn't work. Next year, we can look at getting rid of a Varsity Poms' class and putting in a Mini Poms' class.

### **TREASURER'S REPORT**

Commissioner Zalas moved, seconded by Commissioner Czarny, to approve Claim Ordinance 830. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved. Commissioner Morgan made note of the Investment Report of August 31, 2024, which includes the US Treasury statement. Director Fullerton said there was an investment cashed in for \$124,316.53 which is the first half of the Osborne Park payment and includes the original amount of \$120,850. The rest is interest. The interest will be deducted from the second half of the payment due to the park district once the grant is final, all invoices have been turned in, and the records are audited. Commissioner Zalas moved, seconded by Commissioner Czarny, to approve the Operating Statements for Final April 30, 2024, May 31, 2024, June 30, 2024, July 31, 2024 and August 31, 2024. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved.

### **DIRECTOR'S REPORT**

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

Commissioner Zalas moved, seconded by Commissioner Morgan, to approve Payout #7 for Upland Design Limited for \$8,476.45 for construction development and on-site visits and meetings. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved.

The construction on Osborne Park was completed on September 4<sup>th</sup> so the fence was taken down late in the day. Maintenance cut grass the next morning and the park/playground equipment and features were wiped down. The ribbon cutting was held at 4pm on September 5<sup>th</sup>, which is the official day it opened. There are two punch list items left which are two dead flowers and the two handles on the Chest press that have holes in them. They will be replaced by D&J Landscaping. There will be more payouts at the October Board meeting and then the project financials will be sent to the auditor. Once the audit is complete, then the final grant reports will be submitted to the grant administrator with pictures of the components of the park. Betty Osborne called and

asked for some shirts that we handed out at the ribbon cutting. We fulfilled her request. These shirts were from the focus group held in 2022, but we had some left.

**Martin Park Fence Damage:**

The Martin Park fence damage is from the incident by the 15-year-old who went joyriding and ran into the fence at Martin Park on May 29. The cost to repair the fence is \$2,949. I went to court on September 11, and it was extended to the next court date of January 21, 2025. When leaving the courthouse, the attorney representing the minor flagged me over near the escalator to exit. The minor and his mother were also standing there. Their attorney said that they don't have the money and will not be paying for all of the damage. He said we are going to negotiate. I said so you are negotiating the \$3,000 damage that he did, not the park district and the park has to pay for the damage, which is essentially out of taxpayer dollars. The attorney said if you hire an attorney to sue, they won't take the case. We'll just come back to court in January and pay the \$200 court fee. He also said it wasn't criminal and asked who I had been talking to. I told him that I had been talking to the Hickory Hills Police. He took his friend's car without permission so how is it not criminal. He scratched the entire car, front and sides and hit the wood post causing front end damage and then destroyed our fence. The attorney said no, he had permission to drive that car so it is not criminal, and he will be getting his license soon. I replied, so he got permission even though he doesn't have a license and even though he did all this damage, there is no penalty, and he can do whatever he wants. The attorney said all they may pay is \$1,200 and I replied that is not ok. When I got back from court, I called PDRMA to inquire about the insurance reimbursement checks. PDRMA said they were both from PDRMA, however, they came from the owner's car insurance so State Farm paid it. PDRMA said I didn't need to go to court, but of course you didn't know all this. So, if the mother of the 15-year-old calls us, we'll let them know it is paid. Commissioner Czarny asked if they are active in the park district and if the person who owns the car is a resident. Director Fullerton said they are not active in the park district and the car owner is from Palos Hills.

**Carnival:**

The Carnival had lower revenue than last year, but we believe it was due to no large rides like the Freak Out and the hot weather on Saturday and Sunday afternoon. There were no large teenage gatherings as there had been in years past and no fights. There were 76 people that attended the free special needs day on Thursday, August 22, from 3-5pm. Gross Revenue was \$30,321.50 (\$2,500 grass restoration, \$3,000 Security/Police) for this year. The highest year was \$51,205 in 2021 but we had the big rides that year and it was the first Carnival in August. .

**Holiday Closing Approval for 2025:**

Director Fullerton presented the Holiday Closings for 2025 for the recreation centers. The Kreuger Park Rec Center will be open regular hours for the fitness center, so this is for full-time staff. Commissioner Zalas moved, seconded by Commissioner Czarny, to approve the extra holidays which include Friday, December 26, 2025, and Friday, January 2, 2026. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved.

**Summer Staff Focus Group:**

The employee summer focus group notes were in the board packet. There were 31 staff/CIT (Counselors in Training) that attended out of the 50 employees. The feedback was very beneficial to the district and will be discussed at our next management staff meeting.

**Spring 2024 Bottom Line Report:**

Spring 2024 net revenue was \$17,270, \$16,704 in 2023 and \$12,900 in 2022. Enrollees were 1,046 in 2024, 1,001 in 2023 and 1,162 in 2022. The number of classes was 102 in 2024, 74 in 2023 and 87 in 2022. Special Events, Early Childhood and Teen decreased. Adult, Contractual, Senior, Trips and Youth increased.

**After School 2023-2024 Bottom Line Report:**

The After School net revenue was \$81,129 in 23/24, \$78,930 in 22/23 and \$55,307, in 21/22. There were 4,534 enrollees in 23/24, 5,651 enrollees in 22/23 and 4,307 enrollees in 21/22.

**Preschool 2023-2024 Bottom Line Report:**

Little Learners net revenue was \$34,231 in 23/24, \$36,996 in 22/23 and \$31,638 in 21/22. We had 354 enrollees in 23/24, 362 enrollees in 22/23 and 226 enrollees in 21/22. Enrollees include the half-year preschool, before care, aftercare, and mini school programs.

**US Treasuries Interest:**

At the last meeting, a commissioner asked why there was -\$31.66 on p. 2 showing interest this period. The following is the response from Lorie Kazich from the bank: “On page 9 and 10 of EARNINGS ACTIVITY – it details the earnings. We purchased two US Treasuries on 6/4/24 and 6/10/24 and we must pay the accrued interest to the previous bond holder of the US Treasury and then we get paid the full amount of interest at maturity or the next interest payment. Please let me know if you need any further information. Attached is full 6/30/2024 statement including pages 9 and 10.”

**Commissioner 2025 Election:**

Director Fullerton put her election notes in the board packet. These are only her notes, so please check the dates in the Election Candidates’ Guide which you can find at [www.elections.il.gov](http://www.elections.il.gov). There are three seats that are up for re-election which are the seats for Commissioner Kosnick (4-year term), Commissioner Morgan (4-year term), and Commissioner Czarny (4-year term). The number of signatures is typically 2% of the 955 ballots cast in 2023 which is 19 but there is a minimum is 25 signatures required so that is what the commissioners need to get.

**Receipts & Disbursements and Audit/Annual Financial Report:**

Commissioner Czarny moved, seconded by Commissioner Zalas, to approve RECEIPTS AND DISBURSEMENTS FOR FISCAL YEAR MAY 1, 2023 THRU APRIL 30, 2024. Ayes: Czarny, Morgan, Peterson, Zalas. Motion approved.

Director Fullerton went over the audit and provided a written fiscal year summary report. There are no improvements in the Management letter. There is one section of the audit that we (Accountant Beverly Meekins and Jennifer Fullerton) didn’t agree with the auditors which is on p. 32. It shows that the Police fund is \$71 over budget. We believe this is immaterial based on the small amount. The auditors sent an email that said, “The note disclosure on p.32 regarding the Police Fund is a GFOA requirement. It is up to management whether to call it out in the Management Letter.” There is a fund balance in the Police fund of \$2,522 for 4/30/24 and over \$4,000 the year prior so we didn’t realize \$71 would be an issue. Auxiliary police and carnival security services are coded to this fund. To prevent this from happening in the future, the police fund budget will be increased. Ms. Meekins does our journal entries for the audit because she is a CPA. Director Fullerton showed the final numbers in the operating statement and how they match the audit numbers. Revenue from tax distributions decreased significantly. Total taxes received were \$1,531,796 in 23/24, \$1,754,100 in 22/23 and \$1,512,675 in 21/22. There was a decrease in the EAV from 431,121,360 in the 2020 Tax Year (fiscal year 21/22) to 394,008,748 in the 2021 Tax Year (fiscal year 22/23) to 389,626,644 in the 2022 Tax Year (fiscal year 23/24). The net fund balance was \$146,206 in the Corporate fund and \$131,542 in the Recreation fund 23/24. She would like to see \$75,000 to \$100,000 annually as a net fund balance with the Corporate and Recreation funds combined so the fiscal year for

23/24 did very well. These are large fund balances so it would be good to put capital projects into the Corporate and Recreation funds or hire more staff in the future to bring down a large net revenue fund balance. Director Fullerton said she believes the tax objectors look at districts with more than 30% over their budget but she doesn't really know the exact percentage when they object to the revenue at a district. Robbin Shwartz represents us throughout the year and objects to the tax objections on our behalf. You can also earmark certain projects like Osborne Park and let the objectors know there was a larger fund balance in special rec to pay for ADA improvements at Osborne Park. Commissioner Czarny asked if you could buy more land. Director Fullerton said yes. Charges for Services (program revenue) increased from \$608,056 in 21/22, to \$734,768 in 22/23 and \$796,712 in 23/24. So, the revenue did well for programs. Director Fullerton distributed a spreadsheet for this fiscal year's actual revenue and the two previous years' revenue. Commissioner Czarny said the Carnival added stuff like the Characters, etc. Do we get that revenue? Director Fullerton said we only get ride revenue, not games, not clothing/jewelry vendors and not concessions/food.

Commissioner Peterson moved, seconded by Commissioner Czarny, to approve the AUDIT/ANNUAL FINANCIAL REPORT FOR MAY 1, 2023 TO APRIL 30, 2024. Ayes: Czarny, Morgan, Peterson, Zalas Motion approved.

**Executive Director Search:**

Director Fullerton sent the information for the Executive Director brochure to Alan at IAPD. IAPD sent a survey to the commissioners, and all were received back from the commissioners to Alan at IAPD. The discussion for the director's search will continue to the next Board meeting with IAPD attending.

**Miscellaneous:**

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

Senator Preston would like to speak to the seniors at one of our park district senior luncheons. He would like to go over some Bills that affect the seniors. He asked if we would waive the \$200 sponsorship fee. Mr. Sanchez told Director Fullerton that there are some sponsors at \$150. After discussion, the commissioners want to charge a sponsorship fee of \$150. It shouldn't be free because our policy is that we charge all speakers to speak to the senior luncheon participants.

The Employee Annual Safety Meeting will be Wednesday, September 25, from 4-5pm and the FBI will be speaking about Active Shooter training. Director Fullerton went over her days off and the seminars she attended.

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

The meeting was adjourned at 8:37p.m.

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**Secretary**

**ATTEST:**

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**President**