

BOARD MINUTES

February 17, 2025

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on February 17, 2025, 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 Morgan moved, seconded by Commissioner Czarny, to approve the Special Meeting minutes of January 14, 2025, January 15, 2025, January 16, 2025, February 6, 2025, and the Regular Meeting of January 20. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

Commissioner Czarny moved, seconded by Commissioner Kosnick, to approve content only for the Closed Meeting minutes of January 14, 2025, January 15, 2025, January 16, 2025, January 20, 2025. Ayes: Czarny, Kosnick, Morgan, Peterson. 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. Mr. Ingalls went over his park conference report. The Maintenance Facility and the Krueger Park storage room HVAC units are installed. When they were installing the storage room unit, the old condensation line was for A/C only and it ran out the side of the building. With high efficiency units, it can create condensation during heating and cooling so you can't vent to the outside. It would freeze up the line, when it is cold. They re-routed the condensation line through the wall, in the ceiling and came out into the storage closet. It was minimal, and a minor issue. We still have to receive the north gym unit and the entry way ceiling heater in the vestibule. When they purchased the north unit, it was a 16-20 week wait. Commissioner Kosnick asked if there was a charge for running that line to the outside. Mr. Ingalls said no, it was not an additional charge.

RECREATION REPORT

Mr. Sanchez presented the recreation report, and it was placed on file. Angel went over his park conference report.

We presented the After School On-Site program to School District 117 Superintendent, a few representatives, school board members and teachers on February 13. This was to run the Morning/After School On-Site program. The meeting lasted one hour, and we covered our main objectives which were to service the community and to offer the same program we currently run at our park district, at the school. They had a variety of questions regarding running the program there throughout the year. They had questions about the staff that will be working at the program. We currently work with the school, but it is held at our site. The rules and guidelines at our program and parent pick-up procedures were discussed. These will be similar at the school

sites. We should know in a few weeks if we are considered or not considered. Commissioner Czarny asked if they said anything about DCFS. Mr. Sanchez said they did not, but we brought it up because it was part of the package. We informed them that we will follow the DCFS guidelines for the exemption status. They didn't have any questions about that. Director Fullerton said we told them it is "DCFS Exempt" because it is not at our building. They seemed to understand. Commissioner Kosnick asked if you mentioned would they realize the changes they would have to make. Director Fullerton said yes. Commissioner Kosnick asked how they responded. Director Fullerton said they just nodded their heads like they knew that. They had four pages of questions but didn't have any questions when we explained the DCFS status. Commissioner Czarny asked if those kids would register through the park district. Director Fullerton said yes at the park district not through the school. Commissioner Morgan asked if you have this program, how many teachers will be there and if the teacher has a problem with a student or someone gets sick, is there someone above the teacher. What kind of structure will there be. Mr. Sanchez said the ratio had to be in the proposal. We will follow DCFS guidelines by having the ratio of 1 staff for every 10 children. At each site there will be an After School Coordinator to oversee the program and then there will be counselors for each 10 children. Then the Recreation Assistant will oversee the entire program like they do now. There will be a cell phone at each site. Then Mr. Sanchez will go to the sites when needed to oversee serious behavior or issues that come up. There will be four different sites with counselors that report to a head supervisor, that person reports to the Rec Assistant and the Rec Assistant reports to Mr. Sanchez.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. The preschool open house is this Wednesday, and we are handing out chip clips with the information. Dance costumes are being ordered. We have had some small issues with not getting them here on time or size issues. We are getting them finalized. Sandburg High School said we have our date for the dance recital but there is no contract yet. Ms. Muth went over her park conference report. Commissioner Czarny asked what the date is for the dance recital. Ms. Muth said it is the Sunday after Mother's Day.

TREASURER'S REPORT

Commissioner Peterson moved, seconded by Commissioner Czarny, to approve Claim Ordinance 835. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. Commissioner Morgan made note of the Investment Report of January 31, 2025, which includes the US Treasury statement. Commissioner Peterson moved, seconded by Commissioner Kosnick, to approve the Operating Statements for January 31, 2025. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

DIRECTOR'S REPORT

Osborne Park OSLAD Grant Construction Project:

IDNR reached out via email about filing additional reports for the grant. There was a concern about it because they were asking to key all the invoices into Amplifund, the grant software. There aren't a lot of invoices, but they have already been audited. She went back to the auditor to ask them to review the invoices that she had to put in Amplifund. They said no because the audit was completed already, and they don't proof just the invoices. Patrick Davis from IDNR approved Director Fullerton to put all the invoices in Amplifund and then he checked the total dollar amount on all the paperwork that was submitted with the audit. All these invoices were put in Amplifund, and the payment request was also put in on February 13. Now we will wait to see if we get the final reimbursement check. We can track the payment.

Employee of the Year:

Gianna Agozzino, Preschool Lead Teacher and Dance Instructor, has been selected for the Employee of the Year Award. She received \$200. Robert Duckworth, Maintenance employee, received the Runner-Up Employee Award and received \$100.

2024 Fuel Purchase Annual Report:

Fuel purchased for our vehicles increased from 2023 to 2024. Fuel was \$43 more than last year, and 62 more gallons were used than the year prior.

See below for fuel history:

- 2024 – 1,796 gallons, \$5,855 (average price per gallon \$3.26)
- 2023 – 1,734 gallons, \$5,812 (average price per gallon \$3.35)
- 2022 – 1,391 gallons, \$5,446 (average price per gallon \$3.92)
- 2021 – 2,274 gallons, \$6,274 (average price per gallon \$2.76)

2024 Pepsi Concessions Annual Report:

Pepsi gross revenue was \$8,912 in 2024, \$8,289 in 2023, and \$9,710 in 2022. The profit/net revenue was \$4,645 in 2024, \$4,300 in 2023, and \$3,799 in 2022. There were 155 cases purchased in 2024, 157 cases purchased in 2023, and 181 cases were purchased in 2022. A new contract was signed in October 2022 and will end in October 2025, or the date by which we purchased 900 cases from Pepsi. The marketing dollars are \$1,000 annually. We also receive commission on the cases and this year we received \$331 in 2024, \$354 in 2023 and \$479 in 2022. We added the Pepsi machine back at Martin Park in 2024 and there wasn't any vandalism issues like in years past.

2024 Summer Bottom Line Report:

The Summer 2024 program net revenue was \$102,930 in 2024, \$116,087 in 2023 and \$99,907 in 2022. The number of classes was 115 in 2024, 92 in 2023 and 104 in 2022. Enrollees were 1,695 in 2024, 1,779 in 2023 and 1,822 in 2022. Expenses were \$60,034 in 2024, \$60,127 in 2023, and \$53,822 in 2022. Instructors' pay was \$68,612 in 2024, \$63,508 in 2023 and \$65,844 in 2022.

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

	2024	2023	2022
Special Events	\$24,351	\$27,869	\$39,206
Concerts	-\$2,217	-\$4,098	-\$3,341
Adult	\$898	\$219	\$203
Contractual	\$3,964	\$4,184	\$5,105
Senior	\$584	\$684	\$741
Tot	\$614	\$1,448	\$1,603
Teen	\$636	\$502	\$1,603
Trips	-\$222	\$443	\$2,974
Youth	\$6,417	\$6,903	\$9,253
Camp	\$66,981	\$79,864	\$44,615
Summer Dance	\$5,596	\$5,091	\$4,259

The net revenue for the carnival was \$22,977 in 2024, \$27,397 in 2023 and \$39,310 in 2022. The revenue was lower in 2024 because the Carnival revenue has declined since we now have only "family friendly" rides. The cost of the bands for the concerts was less in 2024. Camp enrollment decreased and was 656 in 2024, 793 enrollees in 2023 and 592 enrollees in 2022. Full Day Camp had 31 fewer registrations, and Half Day Camp had 13 fewer registrations. Commissioner Kosnick said it declined because of the rain. Will we receive the

\$5,000 that we were down? Director Fullerton said the \$5,000 yes, but not back to \$40,000 like we used to bring in because of the large rides. Commissioner Kosnick asked why we changed. Director Fullerton said we had a lot of hairy situations that the police had to go through with chasing people, kicking them out, a kid bringing a gun to the carnival, teenagers pushing, shoving and fighting. Commissioner Czarny asked how we will grow summer camp. Mr. Sanchez said the camp at this building is for up to five years old and the camp at Krueger Park is for six-year-olds and up. We had July 4th at the beginning of the second session, so some parents decided not to enroll in the second session. We don't prorate the camp sessions, so they must sign up for the entire session. The third session had higher enrollment. We also added an extra week of Summer Krew.

Zip Code Report:

In the board packet are the zip code reports for each program season, dance, preschool, after school and the fitness center. The top four towns for 2023/2024 programs are Hickory Hills, Palos Hills, Justice and Bridgeview. For Dance 2023/2024, the top five towns were Hickory Hills, Palos Hills, Justice, Bridgeview, and Orland Park. For Preschool 2023/2024, the top five towns were Hickory Hills, Palos Hills, Chicago, Justice, and a tie for Bridgeview and Burbank. For the After School program 2023/2024, the top three towns were Hickory Hills, Palos Hills, and Bridgeview. Typically, the fitness center report is with the fitness bottom line report, but it is also included in this annual report. The top five towns for 2023 fitness center membership are Hickory Hills, Palos Hills, Justice, Bridgeview, and Burbank.

Soaring to New Heights Conference Report:

The conference sessions and tradeshow were excellent this year. There is an attachment that has the conference notes. The information collected at the tradeshow was given to the managers.

Incidents/Vandalism:

On February 4 and February 5, at 3:35pm, someone drew on the walls and the doors of the restrooms next to Activity Room C at Krueger Park. Angel was able to see the person on the video and recognized him. On February 6, the same person arrived at the same time but didn't do any graffiti. The police were called to talk to him and his parents. He is a 15-year-old male and lives nearby since he walks to Krueger Park. This is still under investigation with the police. Commissioners were shown photos. The graffiti was on the brick wall in one restroom and the second incident had graffiti on the door to a different restroom. Commissioner Czarny asked if he played basketball or used the park. Mr. Sanchez said he would frequently come into the building, use the restroom and then get picked up in the parking lot. We did not have graffiti in our restrooms prior to this. Director Fullerton said that this evening, the building supervisor, Carolina, noticed two teenagers going into the CN restrooms. They closed the door which is usually kept open with a stopper. They were in there a long time, 7 minutes. After they left, Director Fullerton checked the restrooms, and they were fine. It was very observant that she noticed it and mentioned it to Director Fullerton and that she keeps on eye on the sled hill, vestibule and restrooms during sledding season.

Miscellaneous:

The December fitness center and walking track report were included in the board packet.

The annual OSHA report for 2024 was posted at our three locations where employees punch in. There were two employee injuries and one incident.

Harold and Christine Russell passed away in late December. The meeting packet includes the obituary. Toward the end it says, "Memorials to Hickory Hills Park District" with our address. As of January 31, we have received \$150 for their memorial. We will wait a month or two and then will have a discussion with the new director about what we will do with that money. Some ideas were to have a special dessert for the seniors or if there was a lot of money that came in, we could plant a tree.

There was a FOIA request for any attorney agreements for 2023 and 2024 and copies of legal services' invoices for 2024. This request came from Dana McKinnon (no company name). We don't have any agreements for Robbins Schwartz or Staub Anderson since we pay an hourly rate for these services.

Director Fullerton mentioned some vacation days coming up.

Director Fullerton has been preparing for the training of the new executive director and has a long list of items to go over and train with the director. We are working on updating the letterhead and business cards and will have keys ready on Renee's first day. The banking must change, so next month, the Board will need to approve adding Renee to the authorized list of signers and commissioners who need to bring in their driver's licenses as well. She has to have a log in for all the software, will get a credit card and be put on our accounts. Once Director Fullerton is close to her retirement date, then her name will be removed from everything. The website and display case will be changed once directors decide it is time to change them. Commissioner Kosnick asked for her start date. Director Fullerton said Thursday, February 27. It is a good time to start because we will work on two month ends together. At the next board meeting, Director Fullerton will do the meeting minutes so Renee will sit next to Director Fullerton at the March Board meeting. At the April Board meeting, Renee will do the minutes and run the meeting, and Director Fullerton will sit next to her. Director Fullerton said she assumes that the new director will take on doing the minutes and will get the same pay on top of her salary as it is now. It is a budgeted line item. Commissioner Kosnick asked if you have a contract to do the minutes. Director Fullerton said no, I don't have a contract. The board minutes are not included in Renee's contract. Commissioner Czarny said you have a budget item for Board secretary, correct? Director Fullerton said yes. Commissioner Kosnick said what do you mean about talking to her about it. Director Fullerton said yes but who will do the minutes if it is not her. Commissioner Kosnick said something about it can change as to who will do it. Commissioner Morgan said to let her get started with doing them. Commissioner Kosnick said you can train her. Director Fullerton said there is no training needed on how to do the minutes other than to use the tape recorder. Is she getting paid the same because it is a budgeted line item, and it is not in her contract? Commissioner Kosnick said it is not guaranteed that the executive director is not going to be the one doing that. It is a separate contract. He doesn't know who will do the minutes. Director Fullerton asked when will you know? Commissioner Peterson said she will do them for now. Commissioner Czarny said if she doesn't want to do the minutes, then we can address that. Commissioner Peterson asked if the tapes are hard to find. Director Fullerton said we bought tapes a few years ago and could find them. Regular minutes are kept for six months so then you can re-use the tapes. We have nine blank tapes left. If you don't release closed session minutes, then they can use up a lot of tapes. Closed session tapes are kept for 18 months at a minimum, after they are released. You can purchase a new recorder if you can't find the tapes. Commissioner Peterson said sometimes you never release closed session minutes. Director Fullerton said you should never want to have that in mind. You should release closed session minutes eventually. Commissioner Kosnick asked about the girl that lives in the Heights, your proofreader. Director Fullerton said the proofreader is not a minute taker. Commissioner Kosnick said the girl in the Heights. Director Fullerton said, who is that? The proofreader is Kathy Kilgore. Commissioner Kosnick said she lives in the Heights and works in her basement. (Towards the end of the Board meeting, Director Fullerton brought in the invoice for Kathy Kilgore and she does not live in the Heights). Commissioner Czarny asked if you will tell the director about the proofreader. Director Fullerton said yes, she will tell the director about all the vendors and companies that she works with, including the proofreader.

2025-2026 Working Budget:

Director Fullerton reviewed the budget summary, the raises for the staff, the recommended raises for the department heads and their evaluations. The salary surveys from IPRA's HR Source and the South Suburban Salary Survey were also presented. The budget ordinance will be approved next month; however, it must be available for 30 days. A notice will go in the newspaper. The budget summary was discussed as presented. The following questions were asked. Commissioner Czarny asked if the copier in your office is not working.

Director Fullerton said it works but it doesn't have a maintenance contract. Right now, it needs to be cleaned because there are black streaks and smeared color lines. The business manager submitted her budget with that copy machine to be replaced so it was added to the budget. It would be a new lease if you replaced the copy machine in the director's office. If we get the After School program at the school, we will need to add online registration. You can use the difference in the director's pay to pay for this. There is \$25,000 in capital for online registration. This is enough for the one-time fee for online registration plus the first year so you can take it all out of capital too. Commissioner Kosnick asked who Bobby Leavy is. Director Fullerton said it was Bob and Betty Leavy who cleaned Krueger Park, and they retired so we hired another company. Commissioner Kosnick asked if the revenue for the fitness center has been going down. Director Fullerton said the budget for the fitness center decreased down to \$45,000 because it didn't reach the \$46,000 that was in the budget, even though membership has been increasing slowly these past few years. Commissioner Czarny asked if there is money in the director's salary to revamp the website. Director Fullerton said yes there is money in there or the public relations budget that we don't always use. Also, the excel spreadsheet in your packet is something Director Fullerton created 25 years ago and that can be used by the new director if she chooses. Last year, security cameras were taken out of the police fund because there was a fund balance, but the auditors put that in the management letter because we went over budget. So, that budget was increased from \$5,500 to \$8,000. The capital project items were listed. The online registration budget is \$25,000 and that should be enough to do the initial install for online registration plus one year for the annual fee. There is \$43,000 for the Krueger Park courts but would recommend the new director apply for an OSLAD grant for Krueger Park and conduct some focus groups. The deadline for the OSLAD grant is in September. The CN marquee project went well so you can move forward with the KP marquee. Special Recreation went from \$164,000 to \$209,000 and is based on the EAV. We receive 4 cents, and it is based on the EAV. Commissioner Czarny asked if Angel Sanchez would work on the project for the Krueger Park courts and give his input. Director Fullerton said sure. You will most likely replace the playground and the two courts and anything else you want to do with that park.

Commissioner Czarny moved, seconded by Commissioner Peterson, to convene to closed session at 8:05p.m. to discuss agenda item listed as: 2(C)(1) DISCUSSION OF APPOINTMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEE OF THE DISTRICT, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE TO DETERMINE ITS VALIDITY. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. The regular meeting resumed. The commissioners came out of closed session at 9:00pm.

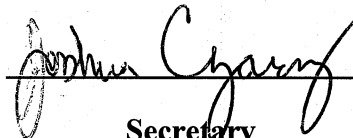
Commissioner Czarny moved, seconded by Commissioner Peterson, to approve the 2025-20256 Working Budget. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. Commissioner Morgan stated that the Board went into Closed Session for the purpose of consideration of pay raises for all employees for the 2025/2026 fiscal year. The raises for the managers and staff were approved as presented in the Excel spreadsheet. Director Fullerton will receive a 4% raise. Director Fullerton will receive four weeks' vacation, plus the rollover vacation minus any days taken between now and April 30. Commissioner Peterson said you were told by someone that you didn't accrue this year's vacation for 2025. Director Fullerton said it is my understanding that I will get paid for any vacation I have plus 4 weeks minus any vacation I use, correct? Commissioners said yes. Commissioner Morgan said technically you got those 4 weeks November 1, but it is not on the books. Commissioner Morgan said the Board will pay for your health insurance through 2025, to 12/31/25. All of this has to go in the budget, correct? Director Fullerton said you don't have to revise the budget to get it in there. It is fine as long as you don't go over the total budget. Director Fullerton said she will need a motion on this.

Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the executive director Jennifer Fullerton getting a 4% raise. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the executive director, Jennifer Fullerton, getting four weeks of vacation for 2024-2025 and any vacation days she has left. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved. Commissioner Czarny moved, seconded by Commissioner Morgan, to approve the executive director, Jennifer Fullerton, to receive the current health benefit package she receives now to the end of 2025. Ayes: Czarny, Kosnick, Morgan, Peterson. Motion approved.

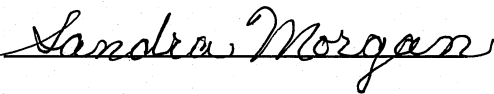
Commissioner Morgan said the IAPD check has been cut to make the final payment for the director's search. Alan at IAPD is in the process of writing a letter to the candidates that did not get selected, and Commissioner Morgan will follow up with it.

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 9:08p.m.


Secretary

ATTEST:



President