

***Hazel Crest Park District Board of Commissioners
Business Meeting Minutes
2600 W. 171st. St.
Hazel Crest IL 60429
August 13, 2019***

- I. Commissioner Cole called the Regular Business Meeting of the Hazel Crest Park District to order at 7:03 p.m. The pledge of allegiance was recited.
- II. ***Roll call of Commissioners:*** Commissioner Cole, Commissioner Wilkes, and Commissioner White present. Commissioner Malone and Commissioner Hemp-Anderson absent. ***Also in attendance:*** Executive Director Joseph Bertrand and Recording Secretary Denise Brady.
- III. ***Motion to amend agenda to include the following: Commissioners Comments, Director Reports, Citizens Comments and Finance reports:*** Moved by Commissioner Cole seconded by Commissioner Hemp-Anderson. Motion passed by unanimous roll call vote.
- IV. ***Motion to approve the minutes of the Hazel Crest Park District June 27, 2019 Special Board Meeting minutes:*** Moved by Commissioner Cole, seconded by Commissioner Wilkes. Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner Hemp-Anderson abstains, and Commissioner White yes.
- V. ***Executive Directors Joseph Bertrand Board Report August 8, 2019***
Administration 1) Hazel Crest Park District Board Members: The South Suburban Special Recreation association discussed and agreed upon at our July 25th Board Meeting, Steve Adams Counsel for the SSSRA Board has made the final changes to the Amended Articles of Agreement. The changes made only apply to Section 11 of the Articles. I have enclosed the redlined version for you to refer to, if needed. I have attached the final clean copy of the Articles, Bylaws, and the signature page. I am also adding the "FACT SHEET" for your review. Our goal was to satisfy the concerns of all members in terms of the language, and I feel that we have done so. If you have any questions, please feel free to call me or send an email. 2) Tax Levy Ordinance the board shall provide for the levy of taxes. Such levy shall provide for the generation of revenue to pay for the cost of operating the district. The board shall pass and file with the Cook County Clerk the Tax Levy Ordinance. I have included on the agenda Ordinance #19-08-01; AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT AND COLLECTION OF TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2019 AND ENDING APRIL 30, 2020 FOR THE HAZEL CREST PARK DISTRICT, COOK COUNTY, ILLINOIS. I would highly recommend the Board pass this ordinance. 3) Enclosed in your board package you will find the May 31, 2019 and June 30, 2019 statement of expenses and revenue. The Director has attached this information for your review so that you are aware of the District's financial position on a monthly basis. With 17% of Budget Year behind us. (See attached). The districts down 27% or \$61,253 from last year in operating expenditures. Program revenues are at 40% of budget down 1% or \$612 from FY19. Programs are positive with a surplus of \$32,224, and programs are up \$11,038 from prior year. Let me know if you have any questions/comments. 4) The House Music in the Park event has been scheduled for August 16, 2019. In your package are the DJ's contract agreements submitted to the District. We will be using Stacy Kidd and Just Right sounds for the stage and Sound system. Proposed agreements are enclosed in your package.

5) The Director has contacted and interviewed several companies regarding submittals of a project at the James O. Setnes Sports Complex. Projected cost to prepare a proposal would be \$12,000.00. The district is required to publish a public notice inviting the community stake holders to hear about the plans for the park. The district would need to have preliminary plans available at the time for review. 7) The Executive Director has been contacted by the State of Illinois L&WCF Grant Program regarding a post completion Inspection Certification regarding project #17005351. This project was completed on August 6, 1979. Specially 120,000 to purchase the old Crestview Pool. The Director will complete the report and submit it to the State of Illinois. 8) The District has struggled this year with aging equipment. I am submitting for your review a contract and quote from John Deere to purchase a 1600 Turbo Series III Commercial Wide Area Mower. We have investigated several options. If we went the lease route we could not use the state contract so the matching after trade would be \$50,285.94 pending lease approval for a 36 month lease our estimated payment would be \$1,498.76 that would be with \$3,704.26 worth of interest for a total cost for the lease of \$53,955.20. We would have to get you pre-approved through John Deere financial to get the official monthly payments. At the end of the municipal least there is a \$1.00 buyout and the machine is our free and clear. The Illinois state contract is hard to beat on the discount for that particular machine for the price negotiated. It has been locked in for over 5 years so the price has been locked on that even though the machine is now a new series. As far as the lead time for getting a new machine we would be looking at about two weeks from the factory. If you go with the state contract I would just need a purchase order to get basil rolling on the order. If we go the lease route we will have to get the approval of JD financial before we can place the order. If the District purchases the equipment outright we would save \$23,257.01. Our price would be \$47,218.79. 9) The Board requested that staff investigate the cost of replacement of the scoreboard at Setnes Park. I am enclosing a quote from Gymnasium Masters for \$4,986.00. I am also submitting several other quotes that have been submitted to the District. Please advise...if the district is going to move forward with the OSLAD Grant we might want to wait and see whether we are going to submit for the 2020 grant or the 2021 grant season. 10) The Director met with Sensei Simms regarding the upcoming Traditional Warrior Karate Tournament. 11) Open Gym expansion update (discussion) 12) Naming Recreation Center after former Mayor William Browne (discussion) 13) Select fitness classes to be offered free to the public or to be included with fitness center membership/daily fees (discussion) 14) The Director has met with Risk Management consultant Ray O'Chromowicz August 6, 2019

Assistant Director Lauren Lotz Board Report for August 2019

Administration: Involved in the creation and approval of various forms, contracts and new marketing materials needed to promote current programs and upcoming events.

Recreation Department attendance at required meetings for the Hazelnut Festival. The district provided games and prizes following the parade. The Park District also featured three groups in the parade including football, wrestling and baseball.

Recreation Department had the opportunity to utilize two employees compensated by the Village of Hazel Crest to assist with Summer Camp. These employees informed me following their hour discrepancies, they were told by the Village that additional hours were acceptable due to their late assignments. One of the employees is volunteering with camp to fulfill a community service requirement for her college. We do hope that we will again be able to utilize summer employees offered by the Village with start of program hours determined to coincide with the beginning of our summer camp.

PROGRAMS AND RECREATION

Summer Camp will end this Friday, August 9th. There is one additional week created to assist working parents before school starts. Many of our working parents have inquired about our required one week break, but this remains problematic for our working parents. Happy to provide care programs for our regular CURVE parents.

Gross revenue generated for Summer Camp 2019 thus far totals \$60,190. Please note that this does not include all monies we will receive from the State of Illinois once billing is completed for July and August. Summer Camp last year registrations totaled \$38,165 showing a gross increase in revenue of 58%.

Final numbers for Summer Camp with varying schedules showed a total of approximately 100 camp registrations; Recreation Department staff provided a positive camp experience that included swimming, fishing, bowling, water parks, movies, cooking, crafts, end of camp talent show and much more! The virtual World Travel was a success and was presented at the end of camp talent show. The staff has done a great job!

Many situations surfaced during camp needed to address camper behavior, parent interaction, payment updates for current and CCI payments, infractions by campers and following of camp discipline policy.

Current promoted programs include Flag Football, Pee-Wee/Youth Sports, Senior Chair Cardio, Zumba Gold, Cell Phone Seminar and Upcoming Bus Trips. Additional programs for Fall/Winter Season are being researched and will be completed and reviewed for promotion in the upcoming weeks.

All parent materials and promotional flyers for the C.U.R.V.E. 2019-2020 school year have been completed. Flyers regarding CURVE have been distributed at the District Offices, Library and Village as well as throughout the Community Center and Summer Camp.

MARKETING/PROMOTION

Updating of the website and the electronic board is ongoing with content provided and flyers produced including email blasts by the Customer Service staff.

Ongoing Facebook promotion is the responsibility of Adam continues as well featuring upcoming programs and events.

I am glad that the hectic summer camp program is winding down and I am sure the staff is as well. This year was a challenge due to the sheer numbers of campers we had but we did receive many positive comments regarding the activities and trips that were provided.

We do hope that our numbers for C.U.R.V.E. will increase due to the lower rates established as well as a larger audience who is now aware of the school year programs we provide.

Marketing/Promotion: Updating of the website is ongoing with content updates, flyers and notices and board materials being posted by both myself and Recording Secretary Denise Brady. Ongoing Facebook promotion continues as well featuring upcoming programming programs and events. Eddie Smith has also reached out to local businesses for the promotion of our wrestling camp program.

- VI. **Citizens Comments:** Citizen Sondra Vickers addresses the board and states that the music in the park was fantastic, she especially liked the singer. Ms. Vickers continues by asking the board if they are able to plant Hosta plants in the front of the recreation center leading to the door. Commissioner Hemp-Anderson states that she agrees with her suggestion. Village of Hazel Crest Trustee Java Rogers extends an invitation to the Park District to come out for the Annual Village of Hazel Crest Parade.
- VII. **Correspondence:** The District has received correspondence from the former Hazel Crest Mayor Robert B. Donaldson 11 widow, Barbara Donaldson regarding the family's wish to establish an annual donation in honor of the late mayor's dedication to providing children with recreational opportunities. It is Mrs. Donaldson's wish that the Park would accept a check for the amount of \$500.00 which will be used to offset costs paid by parents to participate in both Summer Camp and the CURVE programs.

VIII. **Treasurer/Investment Reports July 31, 2019**

<i>Account</i>	<i>Cash Balance</i>	<i>Rates</i>
Bank Financial #1563-Security Deposit	\$5,926	n/a
Bank Financial #1548-MM Investing	14,715	0.20%
Bank Financial #2321 Operating	131,811	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	32,944	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	220,400	0.27%
ICS Program	42	0.20%
Total	405,838	

Motion to accept July 31, 2019, Treasurers/Investment report as read: Moved by Commissioner Cole seconded by Commissioner Wilkes.

Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner White yes.

Motion to Ratify Accounts Payable July 31, 2019 through August 8, 2019 totaling \$76,702.11: Moved by Commissioner Cole, seconded by Commissioner Wilkes.

Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner White yes.

Motion to ratify two (2) payrolls June 20, 2019 and July 04, 2019 totaling \$45,124.95:

Moved by Commissioner Cole, seconded by Commissioner Wilkes.

Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, and Commissioner White yes.

Motion to approve ordinance No. 19-08-01 an Ordinance providing for the Levying, Assessment and collection of taxes for the fiscal year beginning May 1, 2019, and ending April 30, 2020 for the Hazel Crest Park District, Cook County, Illinois: Moved by Commissioner Cole, seconded By Commissioner Wilkes. Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner White yes.

IX. *New Business:*

Motion to approve South Suburban Special Recreation 2019 Amendment to Articles of Agreement: Moved by Commissioner Cole; seconded ***the authorization to add Commissioner Christopher Cole, Board President as an approved signatory on the Old Plank bank account:*** Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson. Roll Call to Vote: Commissioner Cole abstains, Commissioner Hemp-Anderson yes, Commissioner Wilkes yes, Commissioner White yes.

Motion to approval the purchase of new John Deere Lawn Mower Turbo Series III not to exceed the cost of \$55,000.00 (description and invoice included in board packages): Moved by Commissioner Cole, seconded by Commissioner White. Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner White yes.

X. *Motion to adjourn to Executive Session for discussion and/or consideration of collective negotiation matters, personnel, pending litigation and or actions that is probable or imminent, exempt under section 2c (11) of the open meetings act, 5ILCS 120 c (11 at 8:05 pm.:* Moved by Commissioner Hemp-Anderson, seconded by Commissioner Wilkes. The motion passed unanimous roll call vote.

XI. *Motion to adjourn Executive session at 8:25 p.m.:* Moved by Commissioner Cole seconded by Commissioner Hemp-Anderson.

Respectfully submitted by

Denise M. Brady
Recording Secretary to Board of Commissioners