

***Hazel Crest Park District Board of Commissioners
Business Meeting Minutes
2600 W. 171st. St.
Hazel Crest IL 60429
July 11, 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, Commissioner Hemp-Anderson, and Commissioner White present. Commissioner Malone absent.
Also in attendance: Interim Executive Director Lauren Lotz 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. ***Director's Reports July 2019 Lauren Lotz, Interim Executive Director: Administration:***
Director Bertrand remains on medical leave, but we are happy that he is on the road to recovery and hopefully be back soon; no definite date for return has been established. Darrell Simms retired effective June 29, 2019 as the interim Executive Director/Assistant Director, Business Services. A small surprise staff celebration was held on Tuesday, June 25th providing a catered sandwich lunch and a celebratory cake. We also presented Darrell Simms with a photo frame "guest book" signed by all staff. Pictures were taken and featured on our Facebook page. Thank you to Crystal Cato and Dawn Cooper with their assistance in planning the lunch and we wish Darrell the best in all his future endeavors.
Due to storms, the Park suffered a power outage the week of July 1st. This power outage resulted in the Community Center's computers, phones and lights down for approximately two business hours. Commonwealth Edison was contacted and power was restored relatively shortly. Floyd Pope was called to return both the phones and computers online through the server. The outage, however, has resulted in select rooms at the Community Center as of today to remain in the dark. The rooms affected include sections of the women's locker room, women's restroom outside of the North Room and Coy Room. Also, none of the parking lot lights were working. As second onsite visit from Com Ed to confirm power levels was conducted and shows our power is enough and the breaker situation reported by Acculight USA is not an issue, With limited information available regarding this vendor and systems in place, Director Bertrand dealt directly with the company. We are happy to report that the parking lot lights were repaired for the 4th of July. At this time, I do not have a further update to correct the problems at the Community Center but updates from Acculight USA to correct the lights that were affected.

Customer Service/Finance: Due to the power outage, the pay time clock was also affected with the first week of payroll punches needing to be manually entered. Payroll for July 5th was successfully entered and completed. Receipts for the month totaled \$49,045 with the breakdown shown below.

Revenue Totals	
PROGRAM REGISTRATIONS	\$35,993.00
MEMBERSHIPS	\$0.00
FACILITY RESERVATIONS	\$4,534.00
(SECURITY DEPOSITS)	\$785.00
POS	1,444.45
OTHER PAYMENTS	\$6,253.55
HOUSEHOLD ACCOUNT CREDIT	\$35.00
	\$49,045.00

Maintenance/Parks: The status of mowing within the park areas has improved due to improved weather conditions. However, the status of equipment repairs needed remain problematic. The rental of equipment was necessary to contend with high grass areas. The on-call mechanic normally used was on vacation, repaired the mower, but unfortunately the mower is still not operable. Mike Eldridge will continue to update on the status. Facility maintenance has suffered from the lack of staff available to ensure all buildings are cleaned daily. Approved by President Cole, a job description for two part-time custodians has been created and will be posted as soon as possible. To get a better understanding of the Maintenance/Parks schedule, I have received the mowing and staff schedule. It is apparent that additional staff is ensure timely park and facility maintenance. A park inspection by PDRMA was conducted for the month with minor infractions identified. Areas to be corrected were forwarded to Mike Eldridge to address.

Correspondence: I met with the former Hazel Crest Mayor Robert B. Donaldson 11's 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. She was impressed with the activities explained that our campers and CURVE children are involved in. We have received a check for \$500.00 which will be used to offset costs paid by parents to participate in both summer camp and CURVE a plaque will be created to honor the anticipated annual donation which will be displayed at the Community Center as well as one provided to the family. The presentation of the plaque date to the family will be established as soon as possible.

Programs and Recreation: Summer camp completed its first session with an incredible number of campers. Final numbers for session 1 averaged 84 campers per day. Session #1 trips included Brookfield Zoo, Movie Trip to see Toy Story 4 as well as swimming, bowling, fishing and many other sports, water games and arts and crafts. The staff has done a great job keeping this large number of campers occupied and enjoying camp. Summer programs for our seniors have been added based on response and request. One of our new programs includes a Senior Chari Cardio Class which will be expanded to two days a week. This class is taught by Eddie Smith and those who attend love it. We have also added a trip to Taste of Chicago. We are all set with our annual Music in the Parks scheduled for July 11, 17, 24, and the 31st. Bands to perform in order include gifted keys and the Funky Flowers, the Big Citi Band, Return 11 Soul Band and the Delivery Points band.

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 June 30, 2019**

<i>Account</i>	<i>Cash Balance</i>	<i>Rates</i>
Bank Financial #1563-Security Deposit	\$5,159	n/a
Bank Financial #1548-MM Investing	38,351	0.20%
Bank Financial #2321 Operating	105,974	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	114,043	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	23,141	0.27%
ICS Program	42	0.20%
Total	286,711	

Motion to accept June 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 Hemp-Anderson yes, Commissioner White yes.

Motion to approve Accounts payable June 4, 2019 thru June 11, 2019 totaling \$97,320.00: Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson. Roll call to vote: Commissioner Cole yes, Commissioner Hemp-Anderson yes, Commissioner Wilkes yes, and Commissioner White yes.

Motion to ratify two (2) payrolls June 20, 2019 and July 04, 2019 totaling \$40,666.37: Moved by Commissioner Cole, seconded by Commissioner Wilkes. Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner Hemp-Anderson yes, and Commissioner White yes.

IX. New Business:

Motion to approve 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 approve authorization to add Commissioner Phillip Wilkes, Vice President, as an approved signatory on Old Plank bank account: Moved by Commissioner Cole, seconded by Commissioner White: Roll call to Vote: Commissioner Cole yes, Commissioner White yes, Commissioner Wilkes abstains, Commissioner Hemp-Anderson yes.

Motion to authorize the removal of former Commissioner Smith and Commissioner Bacon from all Park District Bank Accounts: Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson, Roll call to vote: Commissioner Cole yes, Commissioner Hemp-Anderson yes, Commissioner Wilkes yes, Commissioner White yes.

X. Discussion:

- a. *Park District logo.*
- b. *Bond due payment: tax anticipation warrant or refinance.*
- c. *House music in the park/battle of the DJ's update on progress.*
- d. *Setnes Park scoreboard (discussion).*
- e. *Allowing liquor for facility rentals.*
- f. *Traditional Warrior Karate tournament sponsorship*
- g. *Open gym expansion*

XI. *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.

XII. *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