

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

- I. Commissioner Cole called the Regular Business Meeting of the Hazel Crest Park District to order at 7:01 p.m. The pledge of allegiance was recited.
- II. ***Roll call of Commissioners:*** Commissioner Cole, Commissioner Wilkes, Commissioner Hemp-Anderson, Commissioner Malone, and Commissioner White present.  
***Also in attendance:*** Interim Executive Director Darrell Simms, and Recording Secretary Denise Brady.
- III. ***Motion to approve the minutes of the Hazel Crest Park District May 9, 2019 Regular Board meeting:*** 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, and Commissioner Malone abstains
- IV. ***Citizens Comments:*** Citizen Sondra Vickers addresses the board and states that she has heard of Director Bertrand's illness and wishes him a speedy recovery. Mrs. Vickers continues by saying that the grass has been cut and looks beautiful, she like the new programs here at the park. Inquiries about the White party date which is on the 17<sup>th</sup>. Mrs. Vickers inquires about the Park's emergency contact information for the trip goers.  
Citizen Margaret Collier states that the fitness Center's carpet is dirty and needs a thorough cleaning. She enjoyed the last luncheon and is looking forward to the next event. Acting Director Simms states that he has received a quote and is currently looking to get another quote before presenting the information to the Board.  
Tiffany Alexander Harris states that she is addressing the Board on the behalf of Baseball's Moms. Her concerns are the baseball fields and their current incomplete status and because of the condition of the fields, the teams have been unable to have a home game. Ms. Harris asks is there an anticipated completion date? The acting Director states that his understanding was that the fields were completed and that the rain has been a deterrent, that he would look into the situation and see what needs to be done.  
Citizen Idella Vallego states that her concerns are regarding the situation in the Proper Sub-Division and the constant fighting and shooting with the youth in that division. She asks if there is a security patrol in Hazel Crest which could patrol that area. Commissioner Cole answers by saying that there is not a security patrol at the present. There were volunteer rangers, but that was years ago. He continues by suggesting that Ms. Vallego contact the Hazel Crest Police. Commissioner Malone and Commissioner Wilkes suggests that they contact and visit their Sub-Division's Home Owners Association's meetings, and the Village's Community Policing Departments.

- V. **Correspondence:** The District has received correspondence from the Law Offices of Louis Cainkar, LTD, regarding the 2018 Equalized assessed Valuation and Agency Tax Rate Report: the letter is addressed to the Board of Commissioners. On June 10, 2019 Mr. Cainkar writes: The 2018 equalized assessed valuation has been set at 133,000,748 which is a decrease of 5.97% from the prior year equalized assessed valuation of 11,445,871. Your 2018 tax rate is 1.104 which is an increase of 13.00% from the prior year tax rate of 0.977. Your total 2018 tax levy is \$1,468,328 which is \$86,402 higher than your 2017 tax levy of \$1,381,926, so there will be more money for the Park District to work with.”

VI. **Assistant Director of Business Administration June, 2019 Board Report**

- A Customer Service Staff Meeting was held in May and ideas were discussed to increase promotion for the Point of Sale (POS) Merchandise. As a result, additional displays were set up in the Customer Service area and in the Fitness Center. Also, additional training was provided to part time Customer Service Staff to help avoid errors in processing rental applications. Scheduled sufficient staff to meet the demand of registration for the Summer Camp Parent Meeting. As a result of complaints from the Rental Supervisor, worked with evening staff to ensure that each zone in the building is secure when closing the Community Center. Addressed issues of errors with email blast this month. An alternative provider for email blast was recommended by our RecDesk Representative and as a result, the issue has been resolved. Email blast were sent for the following events and programs: Line Dance May 4<sup>th</sup> (811), Summer Camp 2019 (836), Thunder Camp Wrestling (837), and Active Adult June Program (849).
- Prepared materials for HCPD Team Building Luncheon. Conducted the Team Building Luncheon on May 10<sup>th</sup> from 12:00 to 1:30 for the Customer Service and Recreation Staff, The activities focused on goal setting relative to the HCPD Mission Statement and several team building exercises. Met with Sgt. Grant of the Hazel Crest Police Department to discuss requirements for Active Threat/Shooter Training for HCPD Staff. Two trainings were scheduled and conducted this month, with one being held in the Recreation Building for Recreation Staff and the other in the Community Center for the Customer Service Staff. The training focused on the specific layout and nature of activities in each building, with emphasis on the appropriate emergency response to an active threat or shooter situation. Assumed Executive Director's responsibilities during his four week vacation: Attended a meeting at the Village Hall regarding the water project which will require a water shut off in the Community Center in July; HCPD Management is concern that the scheduled shut down does not disrupt or interfere with the operation of major activities or programing. Met with the Accountant regarding the processing of account payables; met with the Maintenance Supervisor to follow up on efforts to address flooded baseball fields, repair of toilets and repair of vans to be used for the Summer Camp Program. Also addressed building maintenance issues for day evening and weekend activities. Specific attention was given to complaints regarding the cleanliness of the Fitness Center and preparation of the North/South Rooms and kiddy Center for Summer Camp. The record volume of rainfall coupled with limited equipment has severely limited the Districts ability to maintain current grass cutting schedule. Additional equipment has recently been rented and efforts are in progress to become current in our grass cutting schedule within the week if weather permits.

Met with Asst. Director of Recreation and Programs regarding the recent firing of a summer worker. I have also received a call from the fired summer worker who has indicated that she will file a grievance. I have requested and received a report on the incident from the Asst. Director but have not received a written grievance at this time. Held weekly meetings with the Assistant Director of Recreation and Programs; prepared payroll and made scheduled bank deposits.

- 173 Registrations were processed through RecDesk over the last 30 days with 6 of the registrations being processed online. These registrations total \$31,197.81 in receipts and primarily represent Summer Camp 3-5 year olds, and Summer Camp 6-14 year olds.
- Accompanied Ten Students to the PKC National Karate Championships at the Hilton Hotel, 9333 S, Cicero Ave, Oak Lawn, IL. Four students placed among the top 3 competitors in their divisions. Met with volunteer parents regarding task required for the upcoming HCPD Sponsored Karate Tournament, scheduled for September 29, 2019 at Hill Crest High School. Continued to teach the Karate Classes at the Park District on Monday evenings 5 PM to 6:30 PM and Saturday mornings 10 AM to 12 PM.

***Assistant Director of Programs and Recreation: Lauren Lotz Administration/Marketing***

- With the onset of Summer Camp, we have received numerous requests regarding our acceptance of the Child Care Initiative. To expedite, a template was created for both the full application and the Change of Provider form necessary was created. Monthly billing to the State of Illinois is ongoing.
- We continue to direct patrons to the use of our website to review ongoing upcoming events as well as to download necessary forms for programs including summer camp. Ongoing maintenance includes downloading of forms, updating program information for online registration as well as flyer display on the home page.
- The electronic sign is an ongoing form of promotion updated regularly to highlight upcoming events and registration dates.

***Programs and Recreation***

- Programs for summer have been completed and several flyers are being used to assist in promotion in in-house locations. Copies are included. Flyers were forwarded and/or provided for promotion to schools, village, and library distribution at the senior meetings and display at local businesses, if allowed. Eddie Smith has been a big help in identifying local businesses to assist in promotion as well as delivering the materials.
- We await from our contracted marketing person, Adam Ray, a program guide design that will include current programs, a new President's letter and park district general information. This guide will be able to be copied in-house for distribution to our patrons.

- May's focus has been Summer Camp with the updating and development of several documents including the parent information guide; RecDesk entry to improve registration process; development of trips, calendars and new activities for the campers. Through the Power Play grant we received, a special feature for this year's camps will be a Virtual Travel the World activity. Campers will be introduced to selected world countries' location, facts, language, toys, games and foods. The campers will log their converted steps to miles by wearing pedometers in order to reach a country of their choosing.
- The hiring of summer camp staff has been completed with a total of 11 new hires. The backgrounds of these individuals are impressive and shows initiative, responsibility and goals for their future. All necessary forms were updated and completed updated of all new employee forms have been completed and forwarded to Assistant Simms for HR files.
- Planning and scheduling of annual staff and new hire training was completed the week of May 22<sup>nd</sup> and included PRDMA, First Aid and CPR. New this year, included a presentation by the Hazel Crest Police to address Active Situation procedures and was conducted at both the Community and Recreation Centers.
- Our parent's meeting was just held on Wednesday, June 5 with a group of over 60 parents and campers in attendance. We are happy to report that the evening of the parent meeting, our Summer Camp program recorded \$4000 in registration fees. At the parent meeting, we also displayed our new POS materials which some parents did purchase. A special discount of 20% when spending \$15 or more was featured.
- As of today, we have over 50 campers registered for the first session; which is sure to increase with historical last-minute parent registrations. Thank you so much to my recreation staff who has stepped up in organizing, planning and assisting in many ways for us to present a high quality and engaging camp program.

**VII. Treasurer/Investment Reports May 31, 2019**

| <i>Account</i>                             | <i>Cash Balance</i> | <i>Rates</i> |
|--|---------------------|--------------|
| Bank Financial #1563-Security Deposit      | \$4,619             | n/a          |
| Bank Financial #1548-MM Investing          | 18,811              | 0.20%        |
| Bank Financial #2321 Operating             | 71,662              | n/a          |
| Old Plank Trail Comm. Bank #0071-MM Invest | 214,043             | 0.27%        |
| Old Plank Trail Comm. Bank #0098-Debt Svc  | 18,020              | 0.27%        |
| ICS Program                                | 42                  | 0.20%        |
| <b>Total</b>                               | <b>327,196</b>      |              |

**Motion to accept May 31, 2019, Treasurers/Investment report as read:** Moved by Commissioner Cole seconded by Commissioner White.

Roll call to vote: Commissioner Cole yes, Commissioner White yes, Commissioner Wilkes yes, Commissioner Hemp-Anderson yes, Commissioner Malone yes and Commissioner White yes.

***Motion to ratify Accounts payable May 10 thru June 3, 2019 totaling \$48,481.90:*** Moved by Commissioner Cole, seconded by Commissioner Wilkes.

Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner Hemp-Anderson yes, Commissioner Malone yes and Commissioner White yes.

***Motion to ratify two (2) payrolls May 10, 2019 thru June 13, 2019 totaling \$31,303.03:***

Moved by Commissioner Cole, seconded by Commissioner Wilkes.

Roll call to vote: Commissioner Cole yes, Commissioner Wilkes yes, Commissioner Hemp-Anderson yes, Commissioner Malone yes and Commissioner White yes.

#### **VIII. *New Business:***

***Motion to approve the appointment of Darrell Simms as interim Executive Director in Joseph Bertrand's absence until further notice:*** Moved by Commissioner Cole, seconded by Commissioner Malone. The motion passed by unanimous roll call vote.

***Motion to approve updating facility rental options and pricing effective August 1, 2019:*** Moved by Commissioner Cole, seconded by Commissioner White. The motion passed by unanimous roll call vote.

***Motion to approve updating fitness center options and pricing:*** Moved by Commissioner Cole, seconded by Commissioner Wilkes. The motion passed by unanimous roll call vote.

***Motion to table the approval of the distribution of this summer's program guide:*** Moved by Commissioner Cole, seconded by Commissioner Hemp. The motion passed by unanimous roll call vote.

***Motion to table ordinance from SSSRA:*** Moved by Commissioner Cole, seconded by Commissioner Malone. The motion passed by unanimous roll call vote.

***Motion to approve Commissioner Phillip Wilkes as a signatory on the Park District's Bank Financial account:*** Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson. The motion passed by unanimous roll call vote.

#### **IX. *Discussion:***

- a. Summer 2019 July 4<sup>th</sup> fireworks and Music in the Park Events.***
- b. Park District branding (new logo usage, business card, (etc).***
- c. Park District rips for teens.***
- d. Re-establishing citizen's advisory committees.***
- e. Consideration of contracting a grant writer.***
- f. Consideration of posting videos of monthly Board Meetings.***
- g. Renovating scoreboard at Setnes Park.***
- h. Reinstatement of employee recognition program.***
- i. Consideration of allowing liquor for some indoor room rentals.***
- j. Updating Board policies and District's employee handbook.***

- 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 10:03 pm.:* Moved by Commissioner Hemp-Anderson, seconded by Commissioner Wilkes. The motion passed unanimous roll call vote.
- XI. *Motion to adjourn Executive session at 11:01 p.m.:* Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson.

*Respectfully submitted by*

*Denise M. Brady*  
*Recording Secretary to Board of Commissioners*