

Hazel Crest Park District Board of Commissioners

Business Meeting Minutes

2600 W. 171st. Street

July 12, 2018

- I. Commissioner Cole called the Regular Business Meeting of the Hazel Crest Park District to order at 7:02 p.m. The pledge of allegiance was recited.
- II. **Roll call of Commissioners:** Commissioner Cole, Commissioner Smith, Commissioner Malone and Commissioner Bacon present. Commissioner Hemp-Anderson arrived at 7:06 p.m.
Also in attendance: Executive Director Joseph Bertrand, and Recording Secretary Denise Brady.
- III. **Motion to approve the minutes of the Hazel Crest Park District June 14, 2018 Regular Board meeting:** Moved by Commissioner Cole, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.
- IV. **Citizens to be heard:** Citizen Sondra Vickers addresses the board and states that the Music in the Parks event was nice, and this was the first time that the attendance was so high. Questions regarding the end of summer soul food family picnic and the cost of the entrees. The Director states that he does not have an immediate answer to her inquiry and that he will consult the Recreation Director and get in touch with her. Citizen Margret Collier thanks the Board for the June senior luncheon, the newly replaced lighting in the fitness center.
- V. **Correspondence:** The Park District has received a certificate of appreciation for the support given to the Hill Crest Basketball Alumni. The Director states that certificate was accidentally left in his vehicle and he will present the document later.
- vi. **Joseph Bertrand Executive Directors Report: Administration:** The Director has attended the SSSRA board meeting on June 28, 2018. The 29th annual Golf outing for SSSRA will be held on August 17, 2018 at Coyote run golf court. Please let Ms. Brady know if you are attending. The Director met with owner Tequila Paris and David Milliner to discuss upcoming Music in the Perks events. The Director attended the Hillcrest Alumni Basketball game on July 7, 2018. Attended the dance force elite event on June 23, 2018.

The Park District hosted fireworks on Wednesday, July 4, 2018...rained out. Director attended Hazelnut meeting June 15, 2018. The Hazel Crest Park District will participate on August 3, 2018. Dance Force Elite will perform in Friday evenings Hazel Crest has talent. Saturday the district will participate in the parade any by running the games for youth between the times 12:00 noon and 2:00 pm. Due to the severe storm that caused the MadBomber to cancel the fireworks on the fourth of July, a consensus was taken of the Commissioners and it has been rescheduled for the evening of August 4, 2018 at the Hazel Nut Festival.

The park district is scheduled to begin the 2017 annual audit. Knutte will do fieldwork on Thursday-Friday (7-127-13). The Director is working with accountants to prepare documentation.

July 9, 2018, the Director hosted a meeting at the Hazel Crest Park district with Metropolitan Water Reclamation District, Commissioner Kari Steele, Commissioner Debra Shore, Representative Alfred

Saucedo, Brian Levy and Dante Sawyer from the Village of Hazel Crest. The Director discussed with the representatives the continued issues we have regarding Dynasty Lakes and the adjoining creeks.

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The Commissioner agreed to follow up with investigating funding opportunities for the district to address the streambank stabilization project that is desperately needed.

The Metropolitan Water Reclamation District creek maintenance Department removed trees, a beaver dam and opened the culvert at 183rd street near the Aldi's. The team cleared approximately 200 yards off trees and blockages along the creek. The work was done between June 27 and July 12, 2018.

The Director met with Mr. Cohn about setting schedule for updating phone systems that the board approved at the June meeting.

Update on installation of LED lights: The district received the first delivery of lights for the community center on June 27, 2018. 120 lights have been replaced at this point. The district is awaiting the rest of the fixtures to be delivered on July 12, or 13, 2018. We are in constant contact with ACCULIGHT regarding the project.

In the May board package, you received proposals for seal coating and restriping the parking lots at 2600 W. 171st. West 167th and 2701 W. 170th St. The district is still waiting on new proposals.

Parks and Maintenance equipment is being evaluated for replacement. As of July 10, 2018, we have two lawnmowers that are down. The small lawnmower that we use to cut Stone Hollow and basin is down. We have our largest machine in the shop with no confirmation of a return date, the last machine has been overheating leaving the district with no equipment to cut grass. We are pricing our replacement equipment and evaluating whether we should repair or make recommendations to replace the equipment. Research shows that the average life span of the equipment we have is five to ten years. Our equipment is at least ten years old and has run for more than the 1500 hours that is considered the life span of the equipment. It is my goal to present at the board meeting information for the boards review.

The Director has met with Adam Ray regarding branding and marketing on Facebook for the recreation department. The Director has negotiated a minimal fee of 500.00 a month agreement to enhance the marketing of the Hazel Crest Park District programs. WE will evaluate the effectiveness of the program on a month to month basis.

Reviewed weekly accounts payables, payroll for submittal and payment.

Assistant Director Lauren Lotz: ADMINISTRATION

Completed and entered programming information for the summer guide in RecDesk. Completed and implemented Summer camp program payment plan. Completed forms and procedures for the newly announced CEDA Summer Camp program for financially qualified residents. This new program has provided an opportunity for at least five new campers to attend our camp.

PROGRAMS AND RECREATION

Summer camp continues to be a challenge with some rainy days, many children and the kids following rules. Our staff has done an excellent job to ensure that the kids behave, and they are kept entertained and exercising. We have had instances where parents needed to be talked to regarding their child's behavior. Overall, the kids have enjoyed the new activities we have provided including the wonderful dance routine competitions, a visit by a magician/balloon artist, fishing, dodgeball and kickball competitions and a field trip for a culinary adventure learning from a true pastry chef and the kids making delicious apple tarts.

The littlest of our campers have been busy making many incredible crafts and room decorations highlighting how wonderful they are and their own uniqueness. Each day, we average approximately 55 campers. Summer program guide completed and mailed to residents on June 28, 2018. Wrestling camp program continues with an amazing turnout of 14 young athletics ready to explore the sport of wrestling.

MARKETING AND COMMUNICATIONS

Preparation and submission of flyers and upcoming events and camps continues to increase participation. Facebook updates and posts are created. An updated and "Under construction" website up and live. The update allows for online registration, board and staff contact information and upcoming events to be accessed.

Darrell Simms, Assistant Director of Business Administration Board Report

- Continue to adjust monthly schedules for maximum front desk coverage by the Customer Service Staff. Weekend staff hour are limited to a maximum of 4 hours per shift (except for rentals). An email was sent to the Customer Service Staff with directions relative to merging duplicate RecDesk Accounts. As a result, the staff has completed the merging of duplicate accounts in RecDesk and approximately 150 accounts were merged. Met with staff members to review the summer brochure. Recommendations were made to the Asst. Director of Recreation and Programs to ensure that program information was consistent with registration requirements. During this period, email blast including flyers were sent to patrons regarding the following events or programs: Dental Day at HCPD (562); 4th of July (562); 2nd Session of Summer Camp (570); Music in the Park (576).
- Issued an email announcing to all staff and Park District Commissioners that Ronald Jones received the highest performance rating and is the HCPD Outstanding Employee for this Quarter. Several follow up calls and discussions were had with ADT Representatives before successfully getting key fobs ordered, received and programmed by an ADT Technician. A key fob sign off sheet was prepared and an email was sent to the HCPD Staff and Commissioners summarizing the policy and procedure for assignment the fobs. Due to a malfunctioning part on the intercom system, we were unable to initiate use of the electronic latch as planned. An ADT Technician is scheduled to resolve this issue on Wed. 7/11/18. We

anticipate that the security system will be fully functional at that time. Processed payroll during this period.

- Continued to monitor RecDesk activity. 261 Registrations were processed through RecDesk over the last 30 days with 5 of the registrations being processed online. These registrations total \$30,388.75 in receipts and primarily represent Summer Camp, Summer Camp Field Trips and Swim Classes. Phone conferenced with RecDesk Representative to discuss the possibility of providing more categories for system access that will serve our need to have different task performed between Recreation and Customer Service. Resolution of this issue is still pending.
- Continued to promote September 30th karate Tournament on social media and local martial arts tournaments. Met with Parent volunteers to discuss tournament logistics and Univex training schedules for Coordinators, Scorekeepers and Registration. Deadline for training parent volunteers is July 31st.
- Met with PKC Regional Director to discuss requirement for computers and computer monitors that will be used to facilitate registration and the management of competitor rings. Reviewed and restructured the order of competitor events. Two new events will be added to the tournament activities this year (Self Defense and Creative Forms). These events will generate additional competitor revenue. Continued to teach Karate Classes on Monday evenings and Saturday Mornings.

VII. Treasurer/Investment Report June 30, 2018

<u>Account</u>	<u>Cash Balance Rates</u>	
Bank Financial #1563-Security Deposit	\$5,546	n/a
Bank Financial #1548-MM Investing	54,069	0.20%
Bank Financial #2321 Operating	26,336	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	280,171	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	10,158	0.27%
ICS Program	42	0.20%
Total	373,321	

Motion to accept June 30, 2018 Treasurers/Investment report as read: Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson. The motion passed by unanimous roll call vote.

Motion to ratify accounts payable June 15, 2018 through July 12, 2018 totaling \$107,227.15: Moved by Commissioner Cole, seconded by Commissioner Hemp-Anderson. The motion passed by unanimous roll call vote.

Motion to ratify two (2) payrolls June 21, and July 5, 2018 totaling \$42,887.42: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone. **Roll call to vote:** Commissioner Cole yes, Commissioner Hemp-Anderson yes, Commissioner Bacon yes, and Commissioner Smith yes.

- VIII. **Motion to adjourn the open meeting and enter executive session for discussion and/or to consider collective negotiation matters. Personnel, pending litigation and or actions that is probable or imminent, exempt under section 2 (c) (11) of the open meetings act, 5ILCS 120/2(C) (11):** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole at 8:50 pm.
- IX. **Motion to adjourn executive session at 9:05 pm:** moved by Commissioner Hemp-Anderson, seconded by Commissioner Bacon.

Respectfully submitted by: Denise M. Brady, Recording secretary to HCBC