

*Hazel Crest Park District Board of Commissioners  
Business Meeting Minutes  
2600 W. 171st. St.  
May 10, 2018*

*Commissioner Hemp-Anderson opened the Public Hearing at 7:01 p.m. The purpose of the hearing is to receive comments on the budget and appropriation ordinance for the fiscal year May 1, 2018 through April 30, 2019. The Director states that copies of the tentative budget and appropriation ordinance are available for public inspection upon request. Hearing no comments, Commissioner Hemp-Anderson, closed the Public Hearing at 7:03 p.m.*

- I. President Michelle Hemp Anderson 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 Hemp-Anderson, Commissioner Bacon, Commissioner Malone, Commissioner Smith and Commissioner Cole present.  
***Also in attendance:*** Recording Secretary Denise Brady, Executive Director Joseph Bertrand.
- IV. ***Motion to approve minutes of the Hazel Crest Park District April 12, 2018 Regular Board Meeting with Corrections:*** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.  
***Correction:*** Roll call of Commissioners and others in attendance corrected Director Joseph Bertrand as present to absent.
- V. ***Correspondence/Presentations:*** Assistance Director Simms presented a plaque to retiring front desk clerk Charlene Arnold, thanking her for her twenty-four years of service at the Park District.

Presentation by Natasha Salas Environmental Ownership Chairman, Alpha Kappa Alpha Sorority, Inc., Lambda Tau Omega Chapter, Joes Harris, Omega Psi Phi Fraternity, Inc., Chi Lambda Lambda, Chapter President. Target IV Environmental Ownership Program. Alpha Kappa Alpha Sorority will implement high impact programs to promote healthy environments and improve the quality of life in the underserved communities. The AKS 1908 Playground Project will be launched to ensure children have safe and inviting places to play. Sorority members will restore and renew 1,908 existing community and school playgrounds with its Restore, Refresh and Renew Project. In partnership with Omega Psi Phi Fraternity, Inc. Chi Lambda Lambda Chapter would like to do the following: Sanitize equipment on the playgrounds, apply mulch and dedicate a sign or a plaque of a park bench. An unveiling ceremony will take place on May 19, 2018 at about 9 a.m.

- VI. ***Citizens Comments:*** There were no citizen comments.

VII. **Finance: Motion to approve Ordinance No. 18-05-01 an Ordinance providing for a budget and appropriation for corporate and other purposes for the fiscal year beginning May 1, 2018, and ending April 30, 2019 for the Hazel Crest Park District, Cook County Illinois:**

Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Bacon yes, Commissioner Smith yes, Commissioner Malone yes.

**Treasurer/Investment Reports April 30, 2018**

<u>Account</u>	<u>Cash Balance Rates</u>	
Bank Financial #1563-Security Deposit	\$4,631	n/a
Bank Financial #1548-Payroll	25,562	n/a
Bank Financial #2321-Operating	32,533	n/a
Bank Financial #0071-MM Investing	448,604	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	15,035	0.27%
Amalgamated #0003-Debt Service	(302)	n/a
ICS Program	42	0.20%
	<b>526,103</b>	

**Motion to accept April 30, 2018 Treasurers/Investment report as read:** Moved by Commissioner Bacon, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Bacon yes, Commissioner Smith yes, and Commissioner Malone yes.

**Motion to ratify Accounts Payable April 13, 2018 through May 10, 2018 totaling \$37,778.77:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Malone yes, Commissioner Bacon yes, Commissioner Smith yes, Commissioner Malone yes.

**Motion to remove from table the Personnel Manual for Hazel Crest Park District:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Bacon yes, Commissioner Malone yes.

**Motion to approve Personnel Manual as revised March 2018.** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Smith yes, Commissioner Bacon yes, Commissioner Bacon yes and Commissioner Malone yes.

- XIV. ***New Business: Motion to approve 2016 Calendar of Meetings for the Hazel Crest Park District:*** Moved by Commissioner Bacon, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.

***Motion to approve Organizational structure for the Hazel Crest Park District dated November 5, 2015:*** Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson. The motion passed by unanimous roll call vote.

- XV. ***Capital Improvements: Motion to approve repairs of Hazel Crest Park District Recreation Facility Furnace:*** Moved by Commissioner Bacon, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.

- XVI. ***Personnel:*** The Director introduced Mr. Lawrence Baldwin as the new Hazel Crest Park District Assistant Director of Recreation and Programs. Mr. Baldwin gave a brief summary of his experience; the Board welcomed Mr. Baldwin to the Park District's staff. The Director states that Darryl Simms, the newly appointed Assistant Director of Business Operations was unable to attend this evening's meeting.

***Directors Report: Administration:*** On April 16, 2018, Ms. Charlene Arnold submitted her notice to the Hazel Crest Park District that she would be retiring from the District on April 26, 2018. Charlene has been a committed employee for the past 24 years. We want to thank her for her service to the district. The district will be presenting Ms. Arnold with a retirement gift at the board meeting, refreshments will be served at 6:00 pm at the district. At the April 12, meeting the Hazel Crest Park District budget was presented to the board. The budget has been available for public review since that times. Please be advised that a public hearing on the budget and appropriation ordinance for the fiscal year May 1, 2018 through April 30, 2019, will be held on Thursday May 10, 2018, at 7:00 p.m. in the meeting room at Hazel Crest Park District. Copies of the tentative budget and appropriation ordinance are available for public inspection at said address. In your package is the proposed budget for action. I would highly recommend the approval the budget and appropriation ordinance 18—5-01.

Enclosed in the January 11, 2018 board package was the revised personnel manual for the Hazel Crest Park District. The districts attorneys from Laner/Muchin have updated the employee's manual. I have placed the manual on the agenda for board action. Enclosed in your package is the Southwest Town Mechanical Maintenance agreement for eh Hazel crest park District. The district has been working with Southwest Town for several years. The district has saved thousands of dollars by maintaining the HVAC system and the maintenance agreement. I would recommend the board approve the agreement.

Enclosed you will find proposals that the district requested for Seal coating and restriping the parking lots at 2600 W. 171<sup>st</sup> St. I am recommending that the board approve the proposal submitted by D. Anderson paving..

Training is scheduled for all district staff on May 21 thru May 25<sup>th</sup>.

The district is continuing to investigate the best way to enhance our marketing and design for the Hazel Crest Park District. I would like to make recommendations to the board regarding this project at the June 2018 meeting.

Pers discussions with Assistant Sims and Assistant Lotz, I am proposing that we use the Uventex System for our 2018 Karate Tournament. The system is a cloud-based management software for martial arts tournaments. It provides secure on line registration, automated bracketing, custom scoreboards, ring assignments and data analysis/reports. Uventex will eliminate the burden of registration and recording keeping for the HCPD staff and provide a one stop process for the administration of tournament events and competitor assignments. The district will have secure access to financial data and other relevant reports. The system is currently being used by local and major national tournaments around the country. It also provides greater exposure via the Uventex website. There is no initial expense for the district, a service fee of \$7.00 will be charged per registration. Laptops and monitors used onsite at the tournament will be provided by the professional karate commission at no cost. We will make the required adjustment in our competitor fees to absorb the Uventex service charge and as usual tournament volunteers will be trained to conduct onsite registration and scorekeeping. As you know, employing this change requires timely promotions, training and preparation to be successful. We are currently in the initial stage of promotions for the tournament. Since there is no cost to the district I have approved the program for usage.

Parks Maintenance staff is cleaning parks. We have started mulching and cleaning the flower pots throughout the park system.

The Director has attended monthly SSSRA meeting in Tinley Park. Their annual dinner was held on May 3, 2018. The district was represented by all of our Commissioners. A good time was held by all. Thank for supporting SSSRA.

The Director continued interviewing of candidates for seasonal parks maintenance positions.

The Director has met with representatives from Alpha Kappa Alpha Sorority high impact program to promote healthy environments and improve the quality of life in the underserved communities. The AKA 1908 playground project will be launched to ensure children have safe and inviting places to play. Sorority members will restore and renew 1,908 existing community and school playgrounds with its restore, refresh and renew project. Through its Acts of Green Program. Members will promote environmental daily green efforts in local communities. Restore refresh and renew around the world which will provide our children with the safe fun and clean place to play. It is their desire to restore, refresh, renew the playground located at Chateaux Park located in our district. In partnership with Omega Psi Phi Fraternity, Inc. Chi Lambda Lambda Chapter they would like to do the following: Sanitize equipment on the playground, apply mulch and dedicate a sign or a plaque of a park bench. An unveiling ceremony will take place on May 19, 2018 at about 9 a.m. The district is in full support of this project and will have them present at the May Board meeting. I would highly recommend that the Hazel Crest Park District Commissioners approve the project.

The Director is continuing the process of updating staff files.

The Director is updating PDRMA files.

The Director has received two responses from the residents along the creek at this time regarding the gathering of information on the Creeks in Dynasty Lakes.

The Director reviewed weekly accounts payables, payroll for submittal and for payment.

The Director is working on the budget presentation to the board at the March 8, 2018 meeting. The Director is meeting with representatives from Acculightsusa, regarding capital improvement project LED lighting for all district building, parking lots and exterior building lights. Monday February 26, 2018 visited the manufacturing plant in Elk Grove Village for a tour and capabilities to complete the proposed project. Tuesday the company was onsite at the HCPD for an audit of all lights in the district. The full proposal will be submitted to the board at the board meeting. The full audit and costs are included in your package. The projected approximate cost of this project is \$38,000.00. The district would be eligible for approximately \$28,000.00 dollars in rebates which acculight would be willing to wait from commonwealth Edison. . Our out of pocket expense would be approximately \$10,000.00. The is a great deal to update all lights to LED>

The district is in the planning stages for events this summer. We are planning to continue with our music in the parks program. I would like to get some director from the board regarding the annual family festival. Last year the district partnered with the Village for fireworks only on the fourth of July. The Director spoke with Carolyn Carter and the Village is planning a 3 day Hazelnut Festival. The district generally has it's fireworks on July 4, 2018. I have also been contacted by Kimberly Chalmers, she is asking for the Hazel crest Park To partner with them for the back to school bookbag giveaway next year. Please let me know what your thoughts are on these events.

The District closed on the refinancing of the 2015 bonds on October 29, 2015. The funds will be held in a Max Safe account at Old Plank Trail Bank until December 29, 2015 at which time the account will be closed and the debt will be serviced. At the October meeting there was some discussion regarding vacancies on the Hazel Crest Park District Board of Commissioners and what options the Board had to address the issue. In speaking with Vincent Cankar, (HCPD Attorney), we have submitted an option for the Board to approve. "Whenever a Park Commissioner Neglects to perform the duties of his or her office or neglects to attend regular and special meetings of the for a period or three (3) consecutive calendar months, or neglects to attend a majority of regular or special meetings in any twelve (12) month period, or for any other reason specified by law, that office may be declared vacant." Enclosed in you package is the report of revenue and expenses for the Traditional Warrior Karate Championship held on Sunday September 27, 2015. At the meeting the Director will be introducing the Assistant Director of Business Management, Mr. Darryl "Simms who will start December 7, 2015 and Assistant Director of Recreation and Programs Mr. Lawrence who started on November 9, 2015. We want to welcome both of them. The District has completed the Annual Audit for Fiscal Year 2015. Copies are available for your review in the Directors office. Congratulations to Commissioner Michelle Hemp-Anderson

on serving ten years on the Hazel Crest Park District Board of Commissioners. We want to thank you for your service!

HDPD/Business Meeting Minutes  
November 12, 2015  
Directors report cont.  
Page 4

**Recreation:** The past six months the District has had a lower number of participants in the Before and After school program than normal due to impact by the lack of a budget in the State of Illinois and severe restrictions that child care initiative had imposed. Commissioner Malone has been following this issue closely and on Monday, November 9, 2015 we were notified that the rules have been relaxed and that applicants that had been denied can start applying again. **Parks & Maintenance:** On Tuesday November 10, 2015, I was notified by Southwest Town Mechanical during the routine maintenance in the Recreation Center had cracks in the system. It will require replacement. I am waiting for them to get me the estimates for repair and replacement. This is not covered in maintenance agreement. Lake Owens closed for the winter on November 1, 2015. The Parks and maintenance crew has completed winterizing the parks for the winter.

#### **Lauren. ADMINISTRATION**

- Weekly management meetings continue to improve communication and project assignments and deadlines between Executive Director, AD of Business Management and myself.
- With Executive Director and Janice Collins' direction, I have ordered 8 black 6ft banquet tables. These tables will be delivered by the end of the month. At the same time, Janice together with the new maintenance staff will examine, repair or dispose of banquet tables that are in poor condition. The Recreation Department does hope to have two of these tables assigned for use by CURVE and Summer Camp for art activities.
- I completed research for the procurement of logoed backpacks for use during the Back to School Ice Cream Social. This event spearheaded by the Park District Board will be planned by Board Secretary Brady. I am happy to assist if needed.

#### **PROGRAMS AND RECREATION**

- Meeting with the Recreation Staff focused on list of projects assigned regarding daily operations as well as summer camp preparation. In addition, the dress code was addressed, and guidelines given for maintaining a professional appearance. I will be ordering polos and non-camp T-shirt for the staff to wear. The purchase will result in all Recreation Staff to wear park district apparel almost every day they are scheduled to

work. Further, the ordering of name badges will also present a more professional appearance by Recreation Staff.

- The Recreation Department remains very busy with both the Summer Program Guide and preparation for our Summer Day Camp. Additional programming continues with new programs and one-day events planned for the summer.
- To date, going into Summer Camp, we will have 10 employees (existing and new) that will be scheduled for working summer camp. All employees including new hires will be undergoing PDRMA, Camp Training and Inclusion all beginning Tuesday, May 29<sup>th</sup>. In addition, four employees (including myself) will undergo the training for the Summer Food Service during the same week. Open registration for Dance Force; a very popular dance troupe, was held on Saturday, April 28<sup>th</sup> from 2-4pm at the Recreation Center. The event was very well attended with people waiting to register before the scheduled begin time. The Dance Force Group together with a partnership with our Park District, will be renting space using our North and South Rooms. The troupe and our partnership has now established the Hazel Crest Park District as their new South Suburb location.
- The final performance of the Thunder Cheer camp was held on Saturday, April 21<sup>st</sup>. The cheerleaders and their coaches Miss Shelly and Miss Keyera did an outstanding job. A video was taken at the event and was posted on Facebook. The second session of Thunder Cheer Camp will begin in early June and with people already inquiring about it; I am confident it too will be a success.
- I have been spending a considerable amount of time examining the various functions of RecDesk together with budget line items. My hope is to streamline and improve the registration process as well as have a better tool for tracking program participation. This has involved discussions with both the Accountants as well as AD Simms to have expense and revenue numbers available by individual program. Finally, our RecDesk representative and I are planning on doing a training for myself and my full-time staff to increase the staff's use and familiarity with RecDesk.
- To provide new recreational programming at affordable rates, I have submitted sponsorship proposals/letters to both Dick's Sporting Good and Palos Sports. I am happy to report to support our new Soccer 101 program we have received a donation of 6 soccer balls and 12 shin guard sets at a value of approximately \$150 from Palos Sports. I await a response from Dick's Sporting Goods for a Fall Field Hockey Program. I have continued to have staff and myself to investigate local businesses and vendors to provide donations. This will have a tremendous effect if successful to provide lower program costs.

## **MARKETING AND COMMUNICATIONS**

- Preparation and submission of flyers and upcoming events and camps continues to increase participation.
- Almost daily Facebook updates and posts are created.
- An updated and "Under Construction" website will be up and live in approximately one week. This update will allow for online registration, board and staff contact information and upcoming events to be accessed.
- Our outside digital sign continues to need maintenance. Due to the age of the sign, Floyd informed me that parts are unavailable with changes in technology. We can post to one side of the sign but without direct access at the sign by Floyd only, only one side of the sign can be updated. Floyd continues to find a permanent solution to fix the problem.
- With longtime employee Charlene Arnold to be recognized at the May Board Meeting, I will create and submit a press release announcing her service and retirement.

With summer quickly approaching and new assigned responsibilities for my staff members, it continues to be incredibly busy in the Recreation Department. We are all working together

to ensure a positive and fun summer experience through camp, programs and special events all while needing to focus on the information needed to produce the Summer Program Guide.

Darryl Simms

- Front desk schedules have been adjusted to account for evening hours previously maintained by Ms. Arnold who retired during the month of April. Ms. Arnold will be acknowledged for her 24 years of service with the HCPD at the May 12, 2018 Board of Commissioners Meeting. The monthly Customer Service Staff Meeting was held and the meeting primarily focused on front desk maintenance; How Recdesk Flex Forms can assist with online registration and the importance of employee evaluations. It was suggested that to implement effective registrations for the Curve Program, the Recreation Staff should print a roster of participants by the 5<sup>th</sup> of each month and sign in sheets should reflect the current roster. Those patrons not listed on the sign in sheet will be directed to the Customer Service Desk to register. Part time staff has been reassigned to ensure effective coverage on the weekend. Ordered and picked up additional HCPD shirts for recently hired Customer Service Staff.
- Continued to process payroll during the month of April. Issued email to all HCPD Staff regarding punch in and punch out policy to ensure accurate and timely processing of employee payroll. Attended weekly meetings with the Executive Director and the Director of Recreation and Programs; Reviewed management timeline for completion of employee evaluations and discussed logistics for ADT Security Installation. Self-Evaluations have been completed. Management Evaluations and Goal Setting is scheduled to be completed over the next few weeks. Followed up with Elmer and Son LockSmiths regarding installation of panic bars and electronic latch for security doors. Monitored the installation and upgrade of security cameras. The wireless door sensors and security intrusion system is scheduled to be completed on or around May 15, 2018. Met with the Assistant Director of Recreation and participated in a conference call with Recdesk Representative to discuss the method for identifying and restricting delinquent customer accounts. A total of 486 emails were sent to inform patrons about HCPD 2018 Summer Camp Program.
- 110 Registrations were processed through Reckdesk over the last 30 days with 13 of the registrations being processed online. These registrations total \$17,791.04 in receipts and primarily represent CURVE, Baseball and Fitness Memberships. Contacted Lathem Time to address problems with the PayClock System. It was determined that the time clock was not connecting to the Ethernet and as a result was not registering accurate punch in or punch out times. Contacted the District's IT Consultant and the problem was resolved. A recent storm dislodged HCPD Flags from the flag pole. Followed up with the Maintenance Forman who is currently working with the Village of Hazel Crest to repair the pole and raise a new flag.
- Met with Executive Director and Assistant Director of Recreation and Programing and participated and scheduled a conference call regarding the Uventex System. This System provides automated administrative support for martial arts tournaments with no at no cost to the District. A detailed report on the proposed software was emailed to the Executive Director for review. Continued to teach the Karate Classes on Mon. and Thurs evenings and Sat. mornings.

XVII. *Motion to adjourn to executive session at 8:35 p.m. for the discussion of and/or consideration of collective negotiation matters, personnel, pending litigation and or actions that is probable or imminent, exempt under section 2 of the Open Meetings Act, 51ICS ( c ) ( 11 ).* Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson. **Roll call to vote:** Commissioner Bacon yes, Commissioner Hemp-Anderson yes, Commissioner Smith no, Commissioner Malone yes, Commissioner Tillman yes.

XIV. *Motion to close executive session at 9:02 p.m.* Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson.

XV. *Motion to reconvene open meeting at 9:02 p.m.* Moved by Commissioner Bacon, seconded



by Commissioner Hemp-Anderson.

- XVI. ***Motion to grant executive Director a 5% annual raise beginning January 1, 2016.*** Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson. ***Roll call to vote:*** Commissioner Bacon yes, Commissioner Hemp-Anderson yes, Commissioner Tillman yes, Commissioner Malone yes, Commissioner Smith no.
- XVII. ***Motion to grant Executive Director a one-time \$5,000.00 bonus. Moved by Commissioner Bacon, seconded By Commissioner Hemp-Anderson. Roll call to vote:*** Commissioner Bacon yes, Commissioner Hemp-Anderson yes, Commissioner Tillman yes, Commissioner Malone yes, Commissioner Smith no.
- XVIII. ***Motion to adjourn the Hazel Crest Park District Board of Commissioners Regular Board Meeting at 9:15 p.m.*** Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson.

***Respectfully submitted by***

***Denise M. Brady***