

Hazel Crest Park District Board of Commissioners

Business Meeting Minutes

2600 W. 171st. Street

November 8, 2018

- I. President Michelle Hemp-Anderson 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 Hemp-Anderson, Commissioner Cole, Commissioner Smith, Commissioner Malone present. Commissioner Bacon absent.
Also in attendance: Executive Director Joseph Bertrand, and Recording Secretary Denise Brady.
- III. **Motion to amend the agenda's New Business section to include a Motion approving Executive Director Joseph Bertrand as the delegated alternate for the Illinois Association Park District's annual business meeting:** Moved by Commissioner Michelle Hemp-Anderson, seconded by Commissioner Smith. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone yes.
- IV. **Motion to approve the minutes of the Hazel Crest Park District October 11, 2018 Regular Board meeting:** Moved by Commissioner Michelle Hemp-Anderson, seconded by Commissioner Malone. Roll Call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith abstain, Commissioner Malone yes.
- V. **Citizens to be heard:** Citizen Margaret Collier addresses the board and extends a "thank you" for the bright lights that were recently installed in the parking lot. Her concerns included the upcoming luncheon and whether or not the event had been advertised. The Director states that there were email blasts sent out to inform the public and continues by saying that he would check to make sure that the emails were sent out in a timely manner.
- VI. **There was no Correspondence.**

Directors Report: Joseph Bertrand Executive Director Administration:

- 1) The Hazel Crest Park District held a public hearing on Thursday October 11, 2018 at 7:00pm in the board room at 2600 West 171st street, Hazel Crest Illinois. The purpose of the hearing was to receive comments on the proposal to sell non-referendum bonds in the amount not to exceed \$580,000.00 for the purpose of payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing facilities of the District and for paying the debt service on previously issued alternate revenue bonds. Ordinance No. 18-11-01 has been placed on the agenda for the Boards review and action
- 2) The Hazel Crest Park District relies on the support of property tax dollars for its operations. The portion of your property tax dollars that the park district receives is a small portion of your total tax bill. The property taxes are based on the Equalized Assessed Value (EAV), which is one-third of your property's market value.
Every year, the Park District must file documents with the Cook County Clerk's office in order to receive tax money for the following year. Under the Property Tax Extension Limitation Law, the Hazel Crest Park District may only increase its levy from the previous year by 5% or the Consumer Price Index ("CPI"), whichever is less. Typically, the Park District receives about a 2-3% increase in tax dollars each year. The only other way to raise property taxes is through a referendum.

At the end of 2003, the Illinois Legislature passed Public Act 93-0612, which allows park districts to levy taxes (up to four cents) to support special recreation costs and Americans with Disabilities Act (ADA) expenditures, while removing this levy from a park district's tax cap limitation. The Hazel Crest Park District is a member of South Suburban Special Recreation Association, and levies for taxes each year in accordance with a SSSRA budget.

Vincent Cainkar the district's attorney has prepared ordinance No. 18-11-02 the tax levy ordinance for review and action. The Hazel Crest Park District is empowered by the State of Illinois to levy and collect taxes on all taxable properties within the district for all corporate purposes. The tax levy ordinance reflects an increase of 4.9% over the previous year in order to avoid publishing a truth in taxation notice and conducting a public hearing. The tax cap for tax year 2018 is 2.1%. Therefore, it is very unlikely that the Park District will ever receive the full amount of the tax levy as the tax cap sets the maximum amount that can be extended and received by the Park District. Unfortunately, the Park District does not collect at a high percentage, but the tax cap does not allow the levy of additional funds over the tax cap to make up for poor collections. (See enclosed Tax Collections HCPD 2013-2017 dated 11/5/2018)

- 3) Executive Director has met with Dante Sawyer Assistant Village Manger regarding the Pressure Reducing Valve (PRV) project that the Village shared with the Board approximately Two (2) years ago. They are putting the final touches on this project to break ground in the spring of 2019. The 171' Street Pressure Reducing Valve (PRV) and Water Transfer Station will service two purposes. First, it will provide redundant water source to Zone 1 (north and east of Tollway) in case of emergency. Second, it will improve water quality in Zone 1 by flushing water in the adequately chlorinated Zone 2 (south and west of Tollway).
- 4) The District had a visit from Park District Risk Management Boiler Inspector and the Illinois Office of the State Fire Marshall. The District replaced the old water boiler last year. The District is required to address a code violation. This issue has been resolved (See enclosed pictures)
- 5) Director has received notification from BHG Consultants regarding AT&T phone bills we received a 1699.07 credit on our account and a 200.00 credit to lower our monthly bills to approximately 400.00 per month. We will continue to review the invoices for savings.
- 6) The Village of Hazel Crest has purchased the building on 183" street just west of Dynasty Lakes and is planning to move into the building in the spring of 2019. The Hazel Crest Par.l< District owns land east of the building and at the South end of the parking lot. Director met with Irma Holloway and Dante Sawyer from the Village regarding partnering to address the removal of trees and brush. The District has not budgeted for this type of project and currently have limited resources to landscape the area. We will have maintenance address as much as they can.
- 7) Management along with our representative from Laner Muchin met with SEIU representatives on October 30, 2018.
- 8) District voted to dispose of three vans that are no longer operative we received \$550.00 dollars for the 1990 Blue Van, Traded work with Mr. Edwards on the cost of the 2001 Blue Van (\$550.00) and will be taking the gray Van to the Junk yard in the coming week. The maintenance staff took the lights that have been removed from the District and replaced with LED's to the recycling and received \$246.00.

- 9) The Illinois Association of Park Districts/ Illinois Parks and Recreation Association Soaring.to New Heights is scheduled for January 24-26 2019. Pursuant to ORDINANCE NO. 17-03-01 AN ORDINANCE OF THE HAZEL CREST PARK DISTRICT RELATED TO THE REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES. (See enclosed ordinance)The following is projected cost for the conference at the Hyatt Regency Chicago.

Rooms & Parking: \$817.50 Staff: \$281.00
Registration: \$650.00 Staff \$450.00
Total projected \$2,198.50
(These figures do not include per diem for food)

Maintenance:

- a) Maintenance staff has winterized the bathrooms and concession stand.
- b) Lawnmowers have been winterized and put up.
- c) The Tractor has been repaired and put up for the winter,
- d) Maintenance mechanic is replacing diesel fuel injectors in the dump truck that the District uses to salt the parkinglots.
- e) Staff has repaired swings at Lions Park.

Assistant Director of Business Admin. Darrell Simms November, 2018 Board Report

- Continued to address customer service issues regarding staff schedules and maintenance of the front desk. Met with full time Customer Service Staff regarding schedules, accountability, internet and phone use policy. As a result of several request for schedule changes and schedule swapping between employees this month, a new procedure has been established for requesting a change in schedule. The procedure requires employees to complete a "Schedule Change Request Form", which must be signed and approved by the Asst. Director. Credit card transactions were interrupted due to recurring problems with the credit card reader. The problem was resolved with the installation of two magnetic credit card readers at each of the front desk computer stations. This will allow us to centralize credit card transactions through RecDesk and produce detailed reports on this activity. The total cost of the magnetic card readers was under \$30.00. There were several complaints from staff and patrons regarding the redundancy (monthly forms) for CURVE Registration. After meeting with staff and reviewing the CURVE Registration process with the Asst. Director of Recreation, a more streamline and user friendly process was implemented. Opened the Community Center and worked part of the morning shift at the front desk during the weekend of October 13th. A Customer Service Staff meeting was scheduled to review the use of RecDesk and Flexforms for registration and the impact of the Winter Season on scheduling.
- Attended weekly management meetings with the Executive Director and the Assistant Director of Recreation and programs. Followed up on the processing of overdue supplemental payments from State of Illinois for CURVE participants. Conducted a phone conference with the RecDesk Representative regarding installation and purchase of credit card readers. Met with the Ass. Director of Recreation and Programs regarding the setup, logistics and staffing for the Halloween Party, Also, participated as a volunteer to coordinate Halloween Games. Followed up with the accountant regarding invoices, refund Checks and payroll.

- " Directed the Customer service staff to issue email blast for the Halloween Party, Thunder Basketball and Little Hoopers. Followed up with the Maintenance Supervisor regarding a clogged toilet in the Recreation Center and tables for the Halloween Party. Bank deposits were made and performed other duties as needed in the absence of the Director.

- " Continued to monitor Recdesk activity. 100 Registrations were processed through Recdesk over the last 30 days with seven of the registrations being processed online. These registrations total \$18,130.01 in receipts and primarily represent CURVE, Karate, and the Four Wind Casino Bus Trip. We are still in the process of accurately identifying the source of the remaining \$7,855.50 in overdue balances, some of which include open invoices from current rentals with deposits and future due dates pending. Efforts are in progress to use RecDesk Flex Forms to facilitate online registration. This will allow patrons to print or complete registration forms online.

- Continued to teach the Karate Classes at the Park District on Monday evenings and Saturday mornings.

Assistant Director, Programs and Recreation, Lauren Lotz November 2018

- Completed October state billing and prepared received checks for processing by customer service.

- To finally address our website, I held discussions with RecDesk regarding the use of our Community facing page being revised, at no cost, to make it more like a website and giving us the ability to post content to communicate with customers. I have attached a copy of our current and an example of a RecDesk's community facing site. With content management, we can add our social media links, flyers, news, announcements, pictures, etc. We would be able to maintain our current website by having Floyd create a link whereby it would take users to our RecDesk Community home page. Staff will be trained on how to add and update the home page information.

- Programs And Recreation: Avery successful Halloween party was held on a new day, Friday October 25th at the rec Center. I was able to secure five paid sponsors for a total of \$250.00 which covered a face painter and a balloon artist. Attendance was over 100 children together with their parents, grandparents, etc. The children all loved the old favorites and new games that we offered. The cost for entry was \$5 per person. Door and concessions netted \$315 in income.

- Next senior luncheon is scheduled for Wednesday, November 14th and sponsored by Oak Hill Health Center. The sponsorship amount received for the luncheon is \$300. Chef John will be catering the Thanksgiving event featuring stuffed Cornish hens with wild rice, macaroni and cheese, green beans, sweet potatoes and velvet cupcakes for desert. With the popularity of line dance with our seniors, I am hoping to have Sondra Vickers lead the seniors in a line dance activity at the luncheon. Another raffle will be held to win a pair of tickets to our upcoming December bus trip "Mathis Memories" scheduled for December 4th together with two tickets to the December luncheon. Planning is also underway for our December 12th senior luncheon. I have discussed with Chef John and Director Bertrand the possibility of having it more like a Holiday party featuring heavy appetizers and dessert selections. I wanted to receive the board's opinion of this type of meal versus a four course meal and dessert. With sponsorship more than likely, I also hope to include fresh poinsettia plants for the tables to be given away as part of the luncheon as well. After speaking with President Barnett of Dist. 152.5 with my idea that perhaps a school band could entertain at the lunch, I will investigate further and keep the board informed.

- With further discussions, we have decided that we will proceed with establishing a Hazel Crest traveling baseball league for the Park. Attached is the proposal list which outline designated responsibilities and fees to be derived. Athletic Supervisor Ron Jones will be spearheading this decision and will be the main contact for this league.
- Recreation programming/ideas planning continues for the following ideas/events: Breakfast with Santa, Letters from Santa, Winter break field trips and activities, spring reservations for theatre trips, family trip to Navy Pier's Winter Wonderland.

VII. Treasurer/Investment Report October 31, 2018

<u>Account</u>	<u>Cash Balance Rates</u>	
Bank Financial #1563-Security Deposit	\$2,559	n/a
Bank Financial #1548-MM Investing	7,874	0.20%
Bank Financial #2321 Operating	71,036	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	31,500	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	353,462	0.27%
ICS Program	<u>42</u>	<u>0.20%</u>
Total	466,473	

Motion to accept October 31, 2018, Treasurers/Investment report as read: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone yes.

Motion to ratify accounts payable October 12, 2018 through November 8, 2018 totaling \$74,798.04: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Malone yes, Commissioner Smith yes.

Motion to ratify two (2) payrolls September 27, 2018 and October 11, 2018 totaling \$29,838.78: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Smith yes, Commissioner Cole yes, and Commissioner Malone yes.

Motion to approve Ordinance No. 18-11-01 an ordinance providing for the issue of \$580,000.00 general obligation limited bonds, series 2018, of the Hazel Crest Park District, Cook County II. And for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.

Motion to approve Ordinance No. 18-11-02. An ordinance providing for the levying, assessment and collection of taxes for the fiscal year beginning May 1, 2018, and ending April 30, 2019 for the Hazel Crest Park District, Cook County, IL. Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole, Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone yes.

- VII. New Business: Motion to approve the Hazel Crest Park District Annual Meeting calendar:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. The motion passed by unanimous roll call vote.

Motion to approve \$2,198.50 for expenditure of funds for the Soaring to New Height Conference January 24-26 at the Hyatt Regency Chicago for Room/Parking and conference registration: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole: The motion passed by unanimous roll call vote.

Motion to approve Joseph G. Bertrand, Jr., Executive Director of the Hazel Crest Park District as the Delegate, Commissioner Chris Cole as 1st Alternate and Commissioner Carmilla Malone as 2nd alternate to the annual meeting of the Illinois Association of Park District held at the Hyatt Regency Hotel, Chicago Illinois on Saturday January 26, 2019: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. The motion passed by unanimous roll call vote.

- 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, SILCS 120/2(C) (11):** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole at 8:30 pm.
- IX. Motion to adjourn executive session at 9:05 pm:** moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith.

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