

SUMMIT PARK DISTRICT

Board of Park Commissioners

Regular Meeting

Tuesday, February 13, 2018

Summit Park District SPARK Recreation Center
5700 South Archer Road, Summit, IL 60501

I. CALL TO ORDER

Executive Director Francis M. Torres called the meeting at 5:36 pm. Director Torres entertained a motion to appoint Commissioner Ponce President Pro Tempore. The motion was made by Commissioner Cervantes and seconded by Commissioner Santoyo.

The Regular Meeting of the Summit Park District's Board of Commissioners on Tuesday February 13, 2018 was called To order at 5:36 p.m.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ROLL CALL

	<u>Present</u>	<u>Absent</u>
President Tichacek		X
Vice President Mundy		X
President Pro Tempore Ponce	X	
Commissioner Cervantes	X	
Commissioner Santoyo	X	

Also, in attendance: Executive Director Francis M. Torres, Dave Gonzales of GW & Associates and Summit Park District Ricardo Davila.

IV. PUBLIC COMMENTS

None

V. SECRETARY'S REPORT

1. Approval of Minutes of the Regular Board Meeting of Tuesday, January 9, 2018

President Pro Tempore Ponce requested a motion to approve the Minutes of the Regular Board Meeting of Tuesday 9, 2018

Commissioner Cervantes made a motion to approve the Minutes of the Regular Board Meeting of Tuesday 9, 2018

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes,</u>	<u>No</u>	<u>Absent</u>
President Tichack			X
Vice President Mundy			X
President Pro Tempore Ponce	X		
Commissioner Cervantes	X		
Commissioner Santoyo	X		

Motion Passed 3-0

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VI. TREASURER'S REPORT

1. Approval of Voucher List of January 17, 2018 to February 7, 2018 \$60,695.76

President Pro Tempore Ponce requested a motion to approve the Voucher List of January 17, 2018 to February 7, 2018 \$60,695.76

Commissioner Cervantes made a motion to approve the Voucher List of January 17, 2018 to February 7, 2018 \$60,695.76

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek			X
Vice President Mundy			X
President Pro Tempore Ponce	X		
Commissioner Cervantes	X		
Commissioner Santoyo	X		

Motion Passed 3-0

2. Approval of Payroll of January 15, 2018 \$11,096.61 and January 30, 2018 \$11,658.10

President Pro Tempore Ponce requested a motion to approve the payroll of January 15, 2018 \$11,096.61 and January 30, 2018 \$11,658.10

Commissioner Cervantes made a motion to approve the Payroll of January 15, 2018 \$11,096.61 and January 30, 2018 \$11,658.10

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek			X
Vice President Mundy			X
President Pro Tempore Ponce	X		
Commissioner Cervantes	X		
Commissioner Santoyo	X		

Motion Passed 3-0

3. Dave Gonzales of GW & Associates submitted a financial report for the Board of Commissioners, including a seven-month Budget report ending November 30, 2017. Referencing page 1 under the General Funds, he pointed to the revenue total of \$128,241.41 and expenditures of \$178,665, resulting in a \$50,424 deficit, which is normal for the months of November, December and January until the property tax money is received. This means that the park district is running a deficit

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Through January. At this same time in 2017, the deficit was running -\$100,000, which nearly double the \$50,424 we have right now. Which is a good sign. Additionally, the Recreation Fund has revenue of \$159,610 with expenditures of \$287,318, at a deficit of \$127,708 last year at this time creating a deficit of \$168,000, and this deficit will be reduced in January.

Dave then pointed to page 8 of the report specifically Cash Balances as of November 30, 2017, which is listed at \$1,840,822.7. Also, page 9 shows the Property Tax Collections as of the same date is \$355,660, which is -\$20,000 higher than last year's amount of \$335,993.

Lastly, Dave complimented Frank Torres for saving the park a lot of money on the budget by cutting costs and monitoring expenses, to which all the commissioners agreed.

VII. NEW BUSINESS

1. Frank Torres brought up the Mad Bomber contract saying that this is a standard contract and the same as last year, which was prepared by Andrew S. Pine of Tessler, LLC. The only change is for date of the fireworks show and the price, which rose from \$7,000.00 to \$8,000.00. The Village of Summit is providing \$4,000 this year for the 3 fireworks show, which significantly since they didn't send a check last year. An invoice for the village needs to be prepared and sent to them for 2017 in the amount of \$3,500, along with \$4,000 invoice for \$2018.

Commissioner Cervantes suggested the park district and the village should pay for the fireworks shows on alternate years, with the park district and village each paying for it every other year.

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek			X
Vice President Mundy			X
President Pro Tempore Ponce	X		
Commissioner Cervantes	X		
Commissioner Santoyo	X		

Motion Passed: 3-0

VIII. EXECUTIVE DIRECTOR'S REPORT

Frank Torres reported that three bathrooms are currently being renovated to meet ADA requirements at a cost of \$50,000, which is \$100,000 less than the original \$150,000 estimate. Frank is acting as the general contractor for this project and Mr. Sam Krneta is assisting with project walk-throughs to ensure all three bathrooms are completed. The maintenance team will paint and finish the final details.

Frank inquired what other projects the board would like to be completed, such as the demolition of Sum Fun Splash Park Pool. He's received estimates around \$18,000, which he considers very high. In the past he used Sam Krneta in the Lyons Park District and Bridgeview Park District, Mr. Krneta can offer the project for \$9,000. President Pro Tempore Ponce asked if the park district needs to put out to bids for the pool demolition, to which Frank replied that won't be necessary because the project is under \$25,000. President Pro Tempore Ponce asked when the pool will be demolished. Frank replied that it will be demolished after the concrete is removed and filled. Frank concluded that the park district should never open the splash park again and instead look at making a splash pad, along with a grass-covered area where the park district can put up tents, a gazebo and stage for live shows and events. Commissioner Cervantes said that the park district should go with the 9,000 demolitions before the cost goes up. Next month's meeting should include this in the agenda.

Frank also reported that the American Legion has sold their building and they wish to donate money to the park district to

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To the park district to display a memorial at Legion Park. This memorial will combine a memorial brick, flag pole and bench. To save money, the maintenance staff will assemble the new equipment the same way as was done for the Matt Forte Park, which will save \$50,000 by doing it ourselves. Frank also said that the office project will be completed, and he will act as general contractor to save money instead of hiring an architect.

It was reported that the park district no longer must pay for liquor insurance and liquor permits. Also, renters will pay for Security when the park district rents out park space. Commissioner Cervantes added that selling beer would be a good Source of revenue and decorating the grounds with bushes and flowers, along with adding shelters, will give a “wow! Look” And impress people who want to rent that area of the park. Commissioner Cervantes states that the park has bathrooms that need to be repaired before something breaks down.

IX. STAFF REPORTS

Staff reports were included in the Board Packets.

X. COMMISSIONERS REPORTS

Commissioner Cervantes warned that he has seen coyotes on the park grounds, which can be dangerous to dogs and other Animals. He also brought up what a good job the maintenance department is doing with snow removal following the recent Heavy snowstorm. President Pro Tempore Ponce said that he will notify the maintenance staff of the good job they are doing, and that he observes them working very diligently.

Commissioner Santoyo would like to see the building supervisors be more effective in their job due to a fight that out broke Last Sunday where police were called but took too long too to respond. The individuals who started the fight left before Police arrived, and no arrests or reports was made. Frank replied that the recreation center front desk staff and building Supervisors will be retained to be assertive in monitoring members throughout the gymnasium. Commissioner Cervantes Would like to see members respect the park district rules and comply with any directives issued by the staff. Members who violate gym rule or act recklessly should be asked to leave and come back when they can follow the rules, Play safely and show respect for others. President Pro Tempore Ponce inquired about posted behavior rules. Commissioner Cervantes responded that volleyball participants must sign a code of conduct before they are allowed to play. If they Violate this code in any way, they should be asked to leave, and possibly be suspended from the gym membership. President Pro Tempore Ponce suggested that a sign should be posted for behavior rules.

President Pro Tempore Ponce referenced a group of members who showed up to the gym with a suspicious order, and And how normal procedure should be to send away anyone who is suspected of using illegal drugs, refusing to let them use The gym facilities. Frank Torres pointed out the policy for members misbehavior is to call 9-1-1 and let the police decide How to handle the situation. Frank Torres mentioned how the park district can hire a security company for special events or parties which cost \$18.50 per hour. He then suggested a meeting with all front desk staff and building supervisors to talk about rules and rule enforcement. He'd like to see building supervisors take an aggressive stance with members who don't comply with park district policies. Commissioner Cervantes added that staff members who are constantly on computers and mobile devices are not watching what is happening around them.

Frank Torres stated that building wear and tear has been addressed in several places and that \$60,000 in maintenance Savings has been gained. This includes painting and refinishing the floors. Commissioner Cervantes expressed concern that Ceiling fans is not working. Frank replied that much of the balloon ribbon was removed from the fan motor, and the Maintenance department is striving to get it to working again. Also, members who intentionally kick/throw balls at clocks, Lights, fans and wire guards will be asked to leave. Net nets, parts and back-up parts are being ordered.

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Frank also, mentioned that the weekend party rentals are at full capacity and that party rentals offset the membership Fee, so residents can have use of low-rate membership.

Commissioner Santoyo asked Frank about raises for the part-time staff which was a tabled topic from several months ago For the board to discuss later. Frank replied that the budget currently has funds for these raises and we can look at Employee longevity and merit to make those decisions. Commissioner Cervantes agreed that these employees should see raises because they work hard and are very professional in both public and member interactions. Frank said that he will evaluate the staff and volunteers to make recommendations for raises.

Lastly, Frank attended the 2018 IPRA/IAPD Conference and delivered a formal complaint to the concierge the most of the classes that Summit Park District would find valuable were scheduled on Saturday which conflicted with our schedules/ Availability. Frank suggested that the park district staff should stay an extra day in the following years so that we can attend those classes. The value of attending these classes outweighs the added expense. Commissioner Cervantes added That the conference is important and the park district staff get to learn a lot.

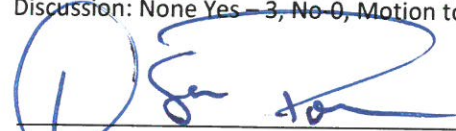
XI.ADJOURMENT

President Pro Tempore Ponce asked for a motion to adjourn.

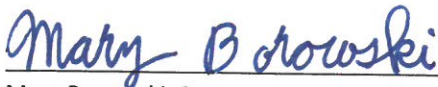
Commissioner Cervantes made a motion to adjourn the Regular Board Meeting.

Commissioner Santoyo seconded the motion.

Discussion: None Yes – 3, No 0, Motion to adjourn passed 3-0, meeting adjourned at 6:12 pm.



Oscar Ponce, President Pro Tempore



Mary Borowski, Secretary

