

SUMMIT PARK DISTRICT
Board of Park Commissioners
Regular Board Meeting
Tuesday, July 9, 2019, 5:05 pm
Summit Park District SPARK Recreation Center
5700 South Archer Road, Summit, Illinois 60501

I. CALL TO ORDER

The Regular Meeting of the Summit Park District's Board of Park Commissioners on July 9, 2019 was called to order at 5:00 pm

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance recited.

III. ROLL CALL

	<u>Present</u>	<u>Absent</u>
President Tichacek	X	
Vice President Cervantes	X	
<i>Commissioner Ponce</i>		X
Commissioner Santoyo	X	
Commissioner Solis	X	

Also, in attendance: Executive Director Francis M. Torres and David Gonzales of GW & Associates.

IV. PUBLIC COMMENTS

None

V. SECRETARY'S REPORT

1. Approval of Minutes of the Regular Board Meeting of Tuesday, June 18, 2019

President Tichacek request a motion to approve the Minutes of the Regular Board Meeting of Tuesday, June 18, 2019

Vice President Cervantes made a motion to approve the Minutes of the Regular Board Meeting of Tuesday, June 18, 2019

Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Cervantes	X		
Commissioner Ponce			X
Commissioner Santoyo	X		
Commissioner Solis	X		

Motion Passed 4-0

VI. TREASURE'S REPORT

1. Approval of Voucher List of June 15, 2019 to June 27, 2019 \$38,233.62

President Tichacek requested a motion to approve the Voucher List of June 15, 2019 to June 27, 2019 \$38,233.62

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Motion seconded by Commissioner Santoyo

Discussion: None

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Cervantes	X		
Commissioner Ponce			X
Commissioner Santoyo	X		
Commissioner Solis	X		

Motion Passed 4-0

2. *Approval of Payroll of June 15, 2019 \$11,839.24 and June 28, 2019 \$13,74.18*

President Tichacek requested a motion to approve the Payroll of June 15, 2019 \$11,839.24 and June 28, 2019 \$13,574.18

Vice President Cervantes made a motion to approve the Payroll of June 15, 2019 \$11,839.24 and June 28, 2019 \$13,574.18

Motion seconded by Commissioner Santoyo

Discussion: Commissioner Solis inquired about the work status of Shakana Adams, whether her Employment is full time or part time, and whether she took some time off work due to an auto Accident. Executive Director Francis M. Torres replied that, since the auto accident, Ms. Adams Has been working on a part-time basis in the park district’s day camp program, as well as the park District’s from desk on weekends. In August, she will be leaving the park district for a full-time Position with School District 105 as a school social worker.

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Cervantes	X		
Commissioner Ponce			X
Commissioner Santoyo	X		
Commissioner Solis	X		

Motion Passed 4-0

VII. NEW BUSINESS

1. Approval of the Executive Director recommendation to hire Carlo P. Aparicio Attorney at Law as the Summit Park District Grant Administrator.

Discussion: President Tichacek told the board that Carlos P. Aparicio has been chosen as the new Park District Grant Administrator. This position involves finding and writing grants for the government agencies and private companies to fund various areas of the park district’s programs. Many of these grants were missed in the past because the park district didn’t apply for them. Not only will this increase the funds available for park district programs, but the park will save the \$190.00 per hour usually paid to Andrew S. Pine of Tessler LLP for grant research and writing. Instead of paying the law firm, the park district will give Mr. Aparicio a

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percentage of the grants he obtains as part of his compensation. Frank Torres added that Mr. Aparicio has many connections throughout the state, county and local government agencies, and that applying for grants is a step in the right direction to cutting costs and financing programs. In addition to government agencies, he will be contacting Starbucks, The Home Depot and other large companies for sponsorships. President Tichacek reflected on past purchases of land that eventually became the dog park, splash water park and disc golf course, all using grant money. Those past occasion had up to 33% of grants paid to the writer. But now the fee will be closer to 20%. Dave Gonzales of GW & Associates added that there are many kinds of grants that allow for payment to the writer, but some will not, so the park district would pay him instead.

President Tichacek requested a motion to approve the Executive Director recommendation to hire Carlos P. Aparicio Attorney at Law as the Summit Park District Grant Administrator.

Vice President Cervantes made a motion to approve the Executive Director recommendation to hire Carlos P. Aparicio Attorney at Law as the Summit Park District Grant Administrator.

Motion seconded by Commissioner Santoyo

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Cervantes	X		
Commissioner Ponce			X
Commissioner Santoyo	X		
Commissioner Solis	X		

Motion Passed 4-0

2. Approval to set a public hearing on the 2020 Tentative Budget for July 22, 2019 at 4:45 pm.

Discussion: David Gonzales of GW & Associate noted that the correction to the agenda was to change the date On the tentative budget from 2019 to 2020. The public hearing was set for today, but he failed to provide the Press release to Mary Borowski on time. He has since been in communication with Ms. Borowski to place the Press release in the newspaper, however Frank Torres says that he already submitted it on Friday to comply with OMA (Open Meeting Act) requirement for public notices. Also, Susie Mondragon at GW Associates has been Working with Ms. Borowski to procure bank statements and cash deposit documents. President Tichack Asked Mr. Gonzales about the five business checks that Andrew S. Pine received, but Mr. Gonzales claimed to No knowledge of these checks. She followed up to say that these checks total \$9,000.00, were issued in 2017 And have still not been cashed. Frank Torres interjected that he will provide Mr. Gonzales with all the Relevant information so he can investigate the matter. She also asked Mr. Gonzales if he would present a *Breakdown of the budget expense, particularly in relation to the checking account balances.* Commissioner Solis asked Ms. Borowski explain the bill payment procedure, to which Mary replied that the bills come in The mail, she reviews them a match them with receipts, prepares purchasing requisitions with appropriate General ledger codes, then submitting them to Frank Torres for approval. Once Frank approves them, she Processes the checks, and the board reviews the bills and signs the checks and requisition forms, at which Point Mary mails the bills and then files the record of payment. Commissioner Solis asked if the accounting Software would indicate any duplicate payments of the same bill, to which May replied that it would. Lastly President Tichacek questioned a petty cash reimbursement of \$1,500.00 out to Frank Torres with no receipts, To which Frank replied that since he is the authorized signee for the petty cash account, the process requires Him to withdraw the money ahead of time so that he has the cash available at the time of the expense. However, it sometimes takes a while for the expenses to match the total withdrawal, so the receipts are not all Compiled yet. The commissioners debated how much money should be kept on hand for petty cash and Determined the \$500.00 is a reasonable amount to be held at any time, therefore reducing the time needed to Use it.

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Motion seconded by Vice President Cervantes

Roll Call

	<u>Yes</u>	<u>No</u>	<u>Absent</u>
President Tichacek	X		
Vice President Cervantes	X		
Commissioner Ponce			X
Commissioner Santoyo	X		
Commissioner Solis	X		

Motion Passed 4-0

VIII. EXECUTIVE DIRECTOR’S REPORT

None

IX. STAFF REPORTS

Staff reports were included in the Board Packets.

X. COMMISSIONER REPORTS

President Tichacek announced that to spent more than \$2,000.00 in promotional giveaway was a poor Decision when funds could’ve been used for children’s programming or other beneficial expenses This kind Of decision needs to be approved by the board in the future.

Commissioner Solis enjoyed the fireworks show this year, but somewhat embarrassed that the announcements During the event by Martha Sonka ignored the mayor’s attendance. The village’s participation and other key Figures who were involved. These people should have been acknowledged.

Vice President Cervantes stated that Martha Sonks is very frugal with park district money, obtains a lot of Donations for the park district and is doing a good job.

Commissioner Santoyo thinks the July 3 celebration went well, the community seemed to enjoy it and all the Vendors made it a successful event.

Frank Torres complimented Vice President Cervantes for his time, talent and resources as disc jockey During the July 3 event, as his excellent choice of bands that played that day. Vice President Cervantes Replied that he was happy to help to with the music.

XI. ADJOURNMENT

President Tichacek asked for a motion to adjourn.


Vice President Cervantes Made a motion to adjourn the Regular Board Meeting.

Commissioner Santoyo seconded the motion.

Discussion: None. Yes – 4, No – 0. Motion to adjourn passed 3-0, meeting adjourned at 6:00 pm.



Patricia Tichacek, Board President



Mary Borowski, Secretary

