

SUMMIT PARK DISTRICT

Board of Park Commissioners

Regular Meeting

Tuesday, November 13, 2018, 5:00 pm

Summit Park District SPARK Recreation Center

5700 S. Archer Road, Summit, Illinois 60501

I. CALL TO ORDER

The Regular Meeting of the Summit Park District's Board of Park Commissioners on Tuesday, November 13, 2018 was called to order at 5:00 pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. ROLL CALL

	<u>Present</u>	<u>Absent</u>
President Tichacek	X	
Vice President Cervantes	X	
Commissioner Ponce	X	
Commissioner Santoyo	X	
Commissioner Mundy	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, October 9, 2018

President Tichacek requested a motion to approve the Minutes of the Regular Board Meeting of Tuesday, October 9, 2018

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

Motion seconded by Vice President Cervantes

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 Mundy	X		

Motion Passed 5-0

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VI. TREASURER'S REPORT

1. Approval of Voucher List of October 3, 2018 to November 10, 2018 \$151,912.71

President Tichacek requested a motion to approve the Voucher List of October 3, 2018 to November 10, 2018 \$151,912.71

Commissioner Santoyo made a motion to approve the Voucher List of October 3, 2018 to November 10, 2018 \$151,912.71

Motion seconded by Vice President Cervantes

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 Mundy	X		

Motion Passed 5-0

2. Approval of Payroll of October 15, 2018 \$13,185.02 and October 30, 2018 \$13,545.00

President Tichacek requested a motion to approve the Payroll of October 15, 2018 \$13,185.02 And October 30, 2018 \$13,545.00

Vice President Cervantes made a motion to approve the Payroll of October 15, 2018 and October 30, 2018 \$13,545.00

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 Mundy	X		

Motion Passed 5-0

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3. Tax Levy report given by GW & Associates

David Gonzalez of GW & Associates offered each member of the board a written copy of the Tentative 2018 Tax Levy memorandum, saying that the levy had been posted on the park district website on November 2, 2018 for public viewing. On the last Tuesday of December each year, the park district must pass the tax levy ordinance for required submission to Cook County. It is also required to approve a Tentative estimate of the 2018 tax levy at least 20 days in advance of passing the final levy.

Mr. Gonzales asked the board to refer to the attached pages of the proposed 2018 tentative property tax levy, specifically the last page. There, he pointed out the detailed showing what the park district wishes to do with the upcoming levy, where there will be a ~3% increase in the levy, matching the 3% limit available to the park district based on the Consumer Price Index. The estimate of the 2018 levy is based on the 2017 levy and we are attempting to reduce the levy for a higher IMRF in response to the Social Security fund. This reduction is due to excess revenue each year after expenditures, the surplus of which can be moved into Corporate and Recreation Funds. This may help to close deficits with those two funds without raising taxes. Based on the history of previous audits, we can expect the Recreation Funds to see an increase of ~\$35,000.00.

President Tichacek inquired about tax on the levy, Mr. Gonzales replied that it would now be 5% compared to the previous 4% maximum. Mr. Gonzales would like to go over the tax levy further at the next board meeting, which will not require a public hearing. He also asked the board to review item number two on the memorandum, referencing the approval of Ordinance No. 2018-2. Shortly before the board meeting, an email was received that \$270,000 is due for the bond. This is at a 3.85% rate and the expiration date will be December 1, 2019. Consequently, we will keep the bond the same and pass the tax levy next year.

President Tichacek asked David to clarify the audit findings regarding a deficiency in the internal controls. He replied that there are some items that the park district can improve internal day-to-day operations, but also, there are material weaknesses that are severe, such as cash handling processes. Most of the audit findings can be something we work on with auditors.

Executive Director Torres added that when he became Park District Director, both Commissioners Mundy and Santoyo came on board. Former Executive Director Ross Bruni handled payroll, accounts payable, accounts receivable, accounts payable and bank deposits. Upon Frank's arrival, he assigned accounts receivable to Martha Sonka, accounts payable to Mary Borowski, and he handles the payroll, double-checked by David Gonzales. Frank cannot add any money or change the tax, so the auditors like the changes he has made. If the board reviews Frank's Executive Director report, they will see a number of upcoming improvements resulting from hardware and software changes.

VII. CLOSED SESSION

Under Section 2(c) (1) The appointment, employment compensation, discipline, performance or dismissal of specific employees of the public body of legal counsel of the public body, including hearing testimony on a complaint lodged against an employee or the public body or against legal counsel for the public body to determine its validity.

President Tichacek requested a motion to adjourn the regular meeting into closed session at 5:15 pm.

Vice President Cervantes made the motion to adjourn the regular meeting into closed session at 5:15 pm.

Motion seconded by Commissioner Santoyo

Discussion: None

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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 Mundy	X		

Motion Passed 5-0

VIII. NEW BUSINESS

1. Discussion and action to extend the lease of the Summit Park District Snack Shack to Tonas Pupusas.

President Tichacek announced that Tonas Pupusas wish to extend their contract through April 2019 and Would not be operating the Snack Shack during the winter months because Frank Torres and William Mundy Village building inspector, expressed concern that no one knows how deep the water lines are. In the meantime, all the equipment has been wrapped for protection from the cold and interior of the Snack Shack has been thoroughly cleaned. It was also stated that all the board members agreed that Tonas Pupusas is a good business to have at the Snack Shack and they serve delicious food.

President Tichacek requested a motion to extend the lease of the Summit Park District Snack Shack to Tonas Pupusas.

Commissioner Mundy made a motion to extend the lease of the Summit Park District Snack Shack to Tonas Pupusas.

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 Mundy	X		

Motion Passed 5-0

2. Approval of Ordinance No. 2018-2, an ordinance providing for the issue of not to exceed \$275,000 General obligation limited bonds, series 2018, of the Summit Park District, Cook County, Illinois, for The levy of a direct annual tax enough to pay the principal and interest on said bonds, and approving A tax escrow agreement.

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President Tichacek requested a motion to approve Ordinance No. 2018-2, an ordinance providing for the issue of not to exceed \$275,000 General obligation limited bonds, series 2018, of the Summit Park District, Cook County, Illinois, for the levy of a direct annual tax enough to pay the principal and interest on said bonds, and approving A tax escrow agreement.

Commissioner Mundy made a motion to approve Ordinance No. 2018-2, an ordinance providing for the issue of not to exceed \$275,000 general obligation limited bonds, series 2018, of the Summit Park District, cook County, Illinois, for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds and approving a tax agreement.

Motion seconded by Vice President Cervantes.

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 Mundy	X		

Motion Passed 5-0

3. Approval of the Summit Park District 2018 Tentative Tax Levy.

President Tichacek requested a motion to approve the Summit Park District 2018 Tentative Tax Levy.

Commissioner Mundy made a motion to approve the Summit Park District 2018 Tentative Tax Levy.

Motion seconded by Vice President Cervantes

Discussion: Frank Torres has put the Summit Park District 2018 Tentative Levy on the park district website for the public to view.

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 Mundy	X		

Motion Passed 5-0

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4. Approval of a loan from the Bridgeview Bank not to exceed \$77,260.00 for the purpose of purchasing vehicles for the Summit Park District.

President Tichacek requested the approval to approve the loan from the Bridgeview Bank not to exceed \$77,260.00 for the purpose of purchasing vehicles for the Summit Park District.

Commissioner Mundy made the motion to approve a loan from the Bridgeview Bank not to exceed \$77,260.00 for the purpose of purchasing vehicles for the Summit Park District.

Motion seconded by Vice President Cervantes.

Discussion: Executive Director Frank Torres referenced a discussion with David Gonzales where the park district did this loan for Capital, however David will roll it into the budget and the vehicles have already been purchased. He added that President Tichacek has the check and Bridgeview is going to reimburse the park district.

President Tichacek explained that David Gonzales claims it will be cheaper for the park district to get a loan from Bridgeview Bank rather than take the money from capital Project Funds. The park district can use the Capital Project Funds instead for future park projects, and it will be easier to pay off the bank loan. Commissioner Mundy inquired whether leasing would be cheaper than purchasing, to which President Tichacek replied that the return on investment is very high on park district vehicles because they are usually used for 20 years.

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 Mundy	X		

Motion Passed 5-0

5. Discussion of the Summit Park District Board of Commissioners making a commitment to going paperless by using electronic devices.

President Tichacek proposed the idea of using laptops to review the board meeting agendas and all paperwork instead of using paper for each month. Frank Torres added that the goal is to become 100% paperless, which a new software upgrade will help to facilitate. Rec Trac has recommended the upgrade and transition to paperless records and reporting. The Rec Trac migration is coming up in the second week of February, whereas all staff members will need to be complete five days of training.

Commissioner Mundy asked if laptops are the way to go with this or if tablets might work better. Frank agreed that some of the available tablets would be a good fit and that purchasing the previous year's model would probably be cheaper. President Tichacek added that the school district has successfully gone paperless with the help of tablets.

Frank Torres stated that he changed copiers to cut cost when he arrived at the park district. Commissioner Mundy added that saving money would be a great benefit to going paperless, and the cost of electronic devices could be attributed to the Capital Project Funds. President Tichacek requested that Frank do some comparisons on paper usage, laptops and tablets. Commissioner Mundy also added that the Water Works Department has laptops, but they use their cell phones because it goes to an email address.

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President Tichacek declared that everyone would have their own email address where official documents would be sent and accessed, and steps would be taken to ensure the confidentiality of sensitive information. Frank stated that Such a system could be used for FOIA (Freedom of Information Act) requests, so requestors may have access to laptops, tables and cellphones.

IX.EXECUTIVE DIRECTOR'S REPORT

None

X.STAFF REPORTS

Staff reports were included I the Board Packets

Vice President Cervantes included comments that praised Martha Sonka for her work collecting donations And soliciting business to pay for advertisements in the park district program book. She should be Commended for a job well done and for bringing the community together. She is very involved with the People, works closely with businesses after hours and dose a good job with the Senior Bingo Program.

He also stated that Maintenance Supervisor Dan Trapp and his staff did a nice job getting Legion Park ready For the dedication ceremony. Commissioner Mundy added that Mary Borowski and Frank Torres did a great Job putting program together. The Ceremony turned out nice and so did the gazebo.

XI.COMMISSIONERS REPORTS

Vice President Cervantes announced that everyone did a nice job on the dedication program. People can walk On the path, use the new playground and basketball court. Commissioner Ponce also complimented the staff, and requested that the maintenance department place a cover over the antique gun plaque to protect it from the weather. Commissioner Santoyo complimented the staff on the event, as well. President Tichacek stated she has received many compliments on how beautiful the park is, and she complimented Mary Borowski and other staff for putting the program together, particularly regarding the commemorative photo album that was prepared ad presented to both the park district and also Nick Schmit and Reggie Rice of the American Legion. She appreciates such a fine memorial and the gazebo dedication means a lot to her.

President Tichacek asked Vice President Cervantes what the status is of the bean bag tournament. He Responded that it is postponed due to not enough people for the program.

President Tichacek asked Martha Sonka to put together party packages for family parties.

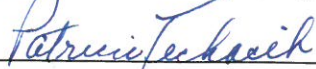
XII.ADJOURNMENT

President Tichacek asked for a motion to adjourn.

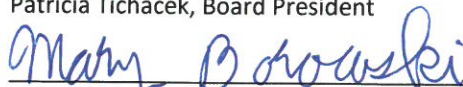
Vice President Cervante4s made a motion to adjourn the Regular Board Meeting

Commissioner Ponce seconded the motion.

Discussion: None. Yews – 5, No – 0, Motion to adjourn passed 5-0, Meeting adjourned at 6:08 pm.



Patricia Tichacek, Board President



Mary Borowski, Secretary

