

Alsip Park District Board of Commissioners
Minutes of Meeting
July 31, 2023

- Par. 1 **CALL TO ORDER**
President Schmitt called to order the Meeting of the Alsip Park District Board of Commissioners at 6:30 pm.
- Par. 2 **PLEDGE OF ALLEGIANCE**
Those in attendance gave the Pledge of Allegiance.
- Par. 3 **ROLL CALL**
The Secretary called the Roll, and there were present Commissioners Becker, Gutierrez, Kleina, Perretta, and President Schmitt. A quorum was present.
- Par. 4 **PRESENTATION OF MINUTES**
Motion made by Commissioner Kleina, seconded by Commissioner Perretta to approve the Minutes for the June 26, 2023 Meeting as presented. Motion carried 5 – 0.
- Par. 5 **PUBLIC DISCUSSION**
There was no public to come before the Board.
- Par. 6 **PUBLIC HEARING**
Call for Questions/Comments
President Schmitt announced a Public Hearing had been called to take questions and comments on Ordinance 23-02 An Ordinance Providing for a Budget and Appropriation for the Fiscal Year Beginning May 1, 2023 and ending April 30, 2024.
- Par. 7 Attorney Attard called to order the Public Hearing at 6:32 pm. Commissioners Becker, Gutierrez, Kleina, Perretta, and President Schmitt were present. Attorney Attard reported the tentative ordinance had been available for public review for 30 days and asked for questions or comments. There being none, the Public Hearing was closed at 6:33 pm.
- Par. 8 **SECRETARY’S REPORT**
No report.
- Par. 9 **COMMITTEE REPORTS**
FINANCE
Business Manager
Sue Bruesch’s Board Report was placed on file.
- Par. 10 Manager Bruesch reported the budget had been prepared and reviewed by the committee and was ready for board approval.
- Par. 11 Manager Bruesch reported the in-house portion of the annual audit had been completed satisfactorily by the firm. Reports will be examined and prepared for submission to the state.

- Par. 12 Manager Bruesch reminded the board this was the third and final year of the contract with
** NFP Audit & Tax, LLP. As a result, she will be securing quotes from other auditing companies
for comparable services and submit recommendations once all proposals have been received.
- Par. 13 Motion made by Commissioner Becker, seconded by Commissioner Gutierrez, to approve
payment of bills for the month of July 2023 in the amount of \$1,019,429.86. Roll was called
with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion
carried 5 – 0.
- Par. 14 Motion made by Commissioner Becker, seconded by Commissioner Gutierrez, to approve the
Fiscal Year 2023-2024 Operating Budget as presented. Roll was called with Commissioners
Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 15 RECREATION
Superintendent
Greg Hooper’s Board Report was placed on file.
- Par. 16 Director Huber reported the Alsip Falcons Football organization had submitted dates for use of
district facilities for games and practices. An agreement was submitted for approval.
- Par. 17 Motion made by Commissioner Perretta, seconded by Commissioner Kleina, to approve the
2023 Facility Use Agreement for the Alsip Falcons Football and Cheerleading Programs. Roll
was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes.
Motion carried 5 – 0.
- Par. 18 Recreation Supervisor
Denise Michalski’s Board Report was placed on file.
- Par. 19 Preschool/Recreation Supervisor
Rebecca Perkaus’ Board Report was placed on file.
- Par. 20 Supervisor Perkaus reported that registrations for the preschool sessions were almost full and
recommended approval of the policies and handbook.
- Par. 21 Supervisor Perkaus requested approval of the Before & After Policies and Procedures Parent
Handbook for 2023-2024 and the School Year Staff Policies and Procedures Handbook for
2023-2024.
- Par. 22 Motion made by Commissioner Kleina, seconded by Commissioner Perretta, to approve the
2023-2024 Preschool Policies and Procedures parent handbook as presented. Roll was called
with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion
carried 5 – 0.
- Par. 23 Motion made by Commissioner Kleina, seconded by Commissioner Perretta, to approve the
2023-2024 Before & After School Policies and Procedures parent handbook as presented. Roll
was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes.
Motion carried 5 – 0.

- Par. 24 Motion made by Commissioner Kleina, seconded by Commissioner Perretta, to approve the 2023-2024 School Year Staff Handbook as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 25 **ATHLETICS**
Athletics Supervisor
Chuck Somerville’s Board Report was placed on file.
- Par. 26 Director Huber reported summer activities are wrapping up, and fall sports plans and new offerings were in development.
- Par. 27 **AQUATICS/FITNESS**
Manager
Leslie Guerrero’s Board Report was placed on file.
- Par. 28 Director Huber reported PDRMA had completed a second audit, this time for on-duty surveillance and skills section. Safety equipment and administrative paperwork were in order.
- Par. 29 **PARKS/MAINTENANCE**
Superintendent
Daren McLaughlin’s Board report was placed on file.
- Par. 30
** Superintendent McLaughlin reported his investigation of replacement costs for the driveway at Commissioners Park. He added that the quote was on the high side and negotiated with the contractor, who offered to do the driveway repair and to re-stripe the fading lot for the initial quoted price. The superintendent is awaiting two additional quotes.
- Par. 31 Superintendent McLaughlin reported on the weed spraying for the reed grass at the Commissioners Park pond by Mark from ServiScape. A second spraying would occur a month later. The superintendent anticipates a large die-off would then create dried cut-rows along the water’s edge and a controlled burn would be necessary. In the spring, two additional spray treatments should keep the weeds in control. He recommended approval of the controlled burn.
- Par. 32 Superintendent McLaughlin reminded the board of the need for the purchase of playground safety surface for various parks. He recommended approval of its installation by blower truck because of an ongoing staff shortage. Installation costs of the material could be as high as 41% more than regular staff installation.
- Par. 33 Motion made by Commissioner Becker, seconded by Commissioner Kleina, to approve the repairs and restriping to the parking lot at Commissioners Park at a cost not to exceed \$18,881.19. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 34 Motion made by Commissioner Becker, seconded by Commissioner Kleina, to approve a prescribed burn and herbaceous cleaning to Commissioner Park Pond at a cost not to exceed \$6,160.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.

- Par. 35 Motion made by Commissioner Becker, seconded by Commissioner Kleina, to approve the purchase and installation of playground safety surface at a cost not to exceed \$29.50 per cubic yard. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 36 **GOLF COURSE**
Operations Manager
Rich Gottardo’s Board Report was placed on file.
- Par. 37
** Manager Gottardo reported the previous bunker renovations by ServiScape had been very well received by golf customers and recommended similar renovations to the four bunkers at Holes #3 and #6. When asked, he informed the board the quote he had obtained from ServiScape was comparable to the previous costs for the five bunkers to be renovated.
- Par. 38 **MAIN OFFICE**
Manager
Donna Smith’s Board Report was placed on file.
- Par. 39 President Schmitt ended the Committee portion of the Meeting and excused the staff at 6:52 pm.
- Par. 40 **DIRECTOR’S REPORT**
Jeannette Huber’s Board Report was placed on file.
- Par. 41
** Skate Park/OSLAD Grant Update
Director Huber reported installation of the skate park equipment will begin on September 4.
- Par. 42
** Progress Park Healthy Communities Update
Director Huber reported the grant application for the Progress Park improvements had been selected for funding from GameTime as part of the IPRA Statewide Training and Funding Initiative. The final cost estimate is \$144,765.06, plus the cost of the district’s application of safety surface. She added School District 125 had offered to assist in equipment removal. Delivery of equipment could be as soon as mid-October, with installation and completion in November.
- Par. 43 Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to approve the GameTime IPRA Statewide Training and Funding Initiative for Progress Park in the amount of \$144,765.08. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 44
** Freedom Park/OSLAD Grant Application/Trail
Director Huber presented a Freedom Park playground concept with the same footprint as the current layout. She noted new features include a fenced in dog park, a pickleball court, new playground, and a connection to the Cal-Sag Trail. Director Huber reported a concern with the high cost of providing water fountains. A water tank was suggested instead. The projected budget is \$1,800,000.00 with up to \$600,000.00 in reimbursed grant funding. The committee continue to meet and update the plan to finalize a concept and budget. The application is due by

- Par. 44 Cont'd August 31 and will include the MWRD letter of support she had requested. Director Huber recommended passage of the OSLAD Grant Program Resolution.
- Par. 45 Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to approve the OSLAD Grant Program Resolution of Authorization for Freedom Park as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 46 Apollo Recreation Center Expansion/PARC Grant Update
** Director Huber reported the building has been open for operations as work continues; however, it was necessary to close on the morning of August 10th and open at 1:00 pm to allow rooftop HVAC units to be situated by helicopter. She added there is a grant amendment, credit line change, and add-on payments to approve.
- Par. 47 Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to approve the amendment to the grant agreement between the State of Illinois, Illinois Department of Natural Resources and the Alsip Park District for the Apollo Recreation Center as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 48 Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve Pay Application #4 in the amount of \$507,495.28 for construction at the Apollo Recreation Center. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 49 Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve payment to Henry Brothers for Construction Management Services in the amount of \$61,952.89. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 50 Motion made by Commissioner Gutierrez, seconded by Commissioner Becker, to ratify Change Order #4 to Cryer and Olsen Mechanical in the amount of \$2,920.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 51 Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve Change Order #2 to TA Bowman Constructors for the Apollo Recreation Construction in the amount of \$7,317.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 52 Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to approve Change Order #3 to Doherty Construction, Inc for the Apollo Recreation Construction for a deduction of \$13,220.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.

- Par. 53 Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve Change Request #11 to Henry Brothers for the Apollo Recreation Construction in the amount of \$23,440.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 54 Motion made by Commissioner Gutierrez, seconded by Commissioner Becker, to approve Change Request #21a to Henry Brothers for the Apollo Recreation Construction in the amount of \$21,376.74. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 55 Decennial Committee
** Director Huber reported the next Decennial Committee meeting would be scheduled later into the prescribed period as park facility development eases.
- Par. 56 Storybook Walk
** Director Huber reported that she had discussed potential locations for a joint park district/library district project, Storybook Walk. She added she and Superintendent McLaughlin would mark areas near paths behind Apollo Park and at Sears Park shortly so installation can be planned.
- Par. 57 Superintendent of Recreation Vacancy
** Director Huber reported she plans to take time to review and possibly update the job description of the vacant Superintendent of Recreation position before posting the job opening.
- Par. 58 **ATTORNEY’S REPORT**
Attorney Attard presented for approval a three-year employment agreement with Jeannette Huber for her position as the Director of Parks and Recreation.
- Par. 59 Motion made by Commissioner Kleina, seconded by Commissioner Becker, to approve a three-year employment agreement between Jeannette Huber and the Alsip Park District for the position of Director of Parks and Recreation. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 60 Attorney Attard presented for approval a copy of the annual budget and appropriation.
- Par. 61 Motion made by Commissioner Perretta, seconded by Commissioner Kleina, to adopt Ordinance 23-02 entitled AN ORDINANCE PROVIDING FOR A BUDGET AND APPROPRIATION FOR THE FISCAL YEAR BEGINNING MAY 1, 2023 AND ENDING APRIL 30, 2024. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.
- Par. 62 **NEW BUSINESS**
Salary Schedule
Director Huber presented the Salary Schedule needing attention to the full-time staff salaries, with the slight exception of a few positions. A brief discussion ensued.
- Par. 63 Motion made by Commissioner Becker, seconded by Commissioner Perretta, to approve action on the Salary Schedule. Roll was called with Commissioners Becker, Gutierrez, Kleina, Perretta, and Schmitt voting yes. Motion carried 5 – 0.

- Par. 64 Salaried Employee Tip Policy
** President Schmitt opened the floor for discussion of the tip policy as it pertains to salaried employees, tips, and common practice. He noted the attorney suggested appointing a committee to study the question, with commissioners serving as the members. Commissioners Gutierrez and Kleina will serve on the committee. A lengthy discussion ensued as the issue was not on the agenda.
- Pr. 65 **OLD BUSINESS**
Commissioner Gutierrez reported that Director Huber would be participating at the annual National Night Out event on August 1.
- Par. 66 **ADJOURNMENT**
Motion made by Commissioner Perretta, seconded by Commissioner Kleina, to adjourn the Meeting. Motion carried by voice vote 5 – 0.
- Par. 67 The Meeting adjourned at 8:03 pm.

Respectfully submitted,

Mary E. Poremba, Board Secretary

** Denotes follow-up action required