

Alsip Park District Board of Commissioners

Minutes of Meeting

December 18, 2023

Par. 1 **CALL TO ORDER**

Vice President Becker called to order the Meeting of the Alsip Park District Board of Commissioners at 6:34 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, and Perretta. Absent was President Schmitt. A quorum was present.

Par. 4 **PRESENTATION OF MINUTES**

Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve the Minutes for the December 12, 2023 Special Meeting as presented. Motion carried 4 – 0.

Par. 5 **SECRETARY'S REPORT**

No report.

Par. 6 **COMMITTEE REPORTS**

FINANCE

Business Manager

Sue Bruesch's Board Report was placed on file.

Par. 7 Manager Bruesch reported the department was working on finalizing end-of-year data to generate staff reports for vacation, sick time, and time off.

Par. 8 Motion made by Commissioner Gutierrez, seconded by Commissioner Perretta, to approve payment of bills for December 2023 in the amount of \$1,037,697.27. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.

Par. 9 **RECREATION**

Recreation Supervisor

Denise Michalski's Board Report was placed on file.

Par. 10 Director Huber reported Breakfast with Santa participation had doubled from previous numbers.

Par. 11 Preschool/Recreation Supervisor

Rebecca Perkaus' Board Report was placed on file.

Par. 12 Supervisor Perkaus reported she had submitted the 2023 PowerPlay! Grant report and that she will be applying for another program grant for 2024 funding.

- Par. 13 Supervisor Perkaus next presented a schedule of various rates in preschool fees based on ages and days for consideration. An active discussion period ensued.
- Par. 14 Motion made by Commissioner Kleina, seconded by Commissioner Perretta, to approve the Preschool Budget and fees for FY 24-25 as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 15 Supervisor Perkaus presented copies of the proposed Summer Camp Budget for Fiscal Year 2024 and 2025. She noted dates and fees had been restructured as well as group ratios adhering to PDRMA, resulting in reduced staff costs. Also, the Kiddie Kamp age range has been expanded to include five-year-olds, which will allow parents to choose full- or half-day kid camping. She also included rates of other recreational agencies for comparison. A brief discussion ensued.
- Par. 16 Motion made by Commissioner Kleina, seconded by Commissioner Perretta, to approve the Summer Day Camp Budget and Fees for FY 24-25 as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 17 **ATHLETICS**
Athletics Supervisor
Chuck Somerville’s Board Report was placed on file.
- Par. 18 Director Huber reported the Athletics department programs were doing very well, with the new Tumbling Team winning a 1st Place in the Beginners Division competition after a recent 3rd Place finish elsewhere. She added there appeared to be good interest in the coming winter karate program after two free Try Karate sessions.
- Par. 19 **AQUATICS/FITNESS**
Manager.
Leslie Guerrero’s Board Report was placed on file.
- Par. 20 Director Huber reported stored fitness equipment had been brought back to the facility for use in the two centers.
- Par. 21 **PARKS/MAINTENANCE**
Superintendent
Daren McLaughlin’s Board report was placed on file.
- Par. 22 Director Huber reported Parks Department staff had cleaned and reconditioned the fitness equipment previously stored in the Commissioners Park shop. She added that replaced pads and minor painting had brought the pieces back to fresh and usable condition.
- Par. 23 Director Huber reported two of the Apollo Recreation Center roof top mechanical units had needed mechanical work and asked for ratification of the repairs.
- Par. 24 Motion made by Commissioner Kleina, seconded by Commissioner Gutierrez, to ratify the purchase and installation of new roof top heat exchangers for RTU#9 and RTU#4 at the Apollo Recreation Center from O’Hare Mechanical Contractors, Inc. in the amount of \$10,444.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.

- Par. 25 **GOLF COURSE**
Operations Manager
Rich Gottardo's Board Report was placed on file.
- Par. 26 Motion made by Commissioner Kleina, seconded by Commissioner Gutierrez, to ratify replacement of the HVAC unit from Key West at the amount of \$6,383.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 27 **MAIN OFFICE**
Manager
Donna Smith's Board Report was placed on file.
- Par. 28 Director Huber reported office staff had moved into to the new registration desk work area in the lobby. Staff were getting used to their space, handling office business during the move, and with registrations. It was noted Elf Jackie had worked out very well with holiday activities.
- Par. 29 It was noted that a successful Seniors Club luncheon took place on December 11. The seniors enjoy and campaign for the particular sandwich company to cater the lunch.
- Par. 30 Commissioner Perretta asked about adjustments that could be made to the desk work area because she noted an inability to view the parking lot from there. Director Huber reported that work on the area was still in process.
- Par. 31 Vice President Becker ended the Committee portion of the Meeting at 7:00 pm and excused the staff wishing everyone a happy holiday.
- Par. 32 **DIRECTOR'S REPORT**
Jeannette Huber's Board Report was placed on file.
- Par. 33 Staff Job Description Update
Director Huber reported that Superintendent McLaughlin had confirmed his last day of work would be January 26, 2024. He is currently working on a number of district tasks to leave everything in good order.
- Par. 34 Director Huber reported the updated job description for the Superintendent of Parks had been completed and reviewed. She went on to ask for approval of the document in order to advertise the position.
- Par. 35 Motion made by Commissioner Kleina, seconded by Commissioner Gutierrez, to approve the updated Superintendent of Parks job description as presented. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 36 Gym Pass Giveaway Update
** Director Huber reported having received four nominations for free Gym Passes thus far. The deadline was December 15.
- Par. 37 The Cal-Sag Trail /ICC Update
Director Huber reported no news on Arkema's response to the attorney on agreement changes to remedy the bike trail's construction impediment. She added the project is now 20 years old.

- Par. 38 Skate Park/OSLAD Grant Update
** Director Huber reported installation of the skate park equipment is complete; however, not all the amenities have been installed. The park is in use but a grand reopening and ribbon cutting will be scheduled when the skate park project is finished.
- Par. 39 OSLAD Grant for Freedom Park Update
** Director Huber reported there have been no new announcements on grant awards since the budget paperwork was submitted.
- Par. 40 Gametime IPRA Training and Funding Initiative for Progress Park
** Director Huber reported that an official grand opening for students and teachers of the new Progress Park was scheduled for December 20th after its inspection.
- Par.41 Apollo Recreation Center Expansion/PARC Grant Update
** Director Huber reported construction on the Apollo Recreation Center (ARC) was continuing with interior renovations wrapping up soon. South wing classrooms and aerobic/fitness/gym areas had been occupied. She added installation of the lift had commenced; however, completion of gym spaces and the track were still held up by delayed steel construction and installation.
- Par. 42 Director Huber reported Pay Application #9 bill had been received and requested approval of the construction payment. She added an invoice for construction management of the ARC project had been submitted by Henry Brothers and recommended its approval and payment.
- Par. 43 Motion made by Commissioner Kleina, seconded by Commissioner Gutierrez, to approve Pay Application #9 in the amount of \$486,245.41 for construction at the Apollo Recreation Center. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 44 Motion made by Commissioner Perretta, seconded by Commissioner Kleina, to approve payment to Henry Brothers for Construction Management Services at the ARC in the amount of \$85,844.40. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 45 Director Huber reported receipt of a bill for decorating and painting of the fitness center and recommended its approval.
- Par. 46 Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to ratify services from NEDROW Decorating for painting services of the Fitness Center in the amount of \$4,975.00. Roll was called with Commissioners Becker, Gutierrez, Kleina, and Perretta voting yes. Motion carried 4 – 0.
- Par. 47 Budget Planning
Director Huber reported the district is participating in salary surveys of the Management Association and the SSPRPA, data from which will be used in 2024-2025 budget planning.
- Par. 48 **ATTORNEY’S REPORT**
No report.

- Par. 49 **NEW BUSINESS**
There was no New Business to come before the Board.
- Par. 50 **OLD BUSINESS**
There was no Old Business to come before the Board.
- Par. 51 **ADJOURNMENT**
Motion made by Commissioner Gutierrez, seconded by Commissioner Kleina, to adjourn the Meeting. Motion carried by voice vote 4 – 0.
- Par. 52 The Meeting adjourned at 7:24 pm.

Respectfully submitted,

Mary E. Poremba, Board Secretary

** Denotes follow-up action required