

Crete Park District
Board of Commissioners
Meeting Minutes April 21, 2021

Meeting was called to order by acting President J. Smith at 6 PM.

Pledge of Allegiance

Roll Call: C Sharma, L Stawicki, M Smith, J Smith

Pledge of Allegiance

Others Present: Director Renee Chavez, Finance Supt Therese Hale, Rec Supt Janel Geary, Maintenance Supt Andy Biesterfeld

Sharma moved and Stawicki seconded a motion to approve the Treasurer's Report. All Commissioners present voted aye. Stawicki moved and Sharma seconded a motion to approve the bills list totaling \$27,766.16. On a roll call vote all Commissioners present voted aye. Sharma moved and Stawicki seconded. A motion to approve payroll totaling \$30,333.07. On a roll call vote all Commissioners present voted aye.

Budget Workshop: Executive Director Chavez presented the budget as a whole with a fiscal year 20/21 and a fiscal year 21/22 estimated ending balances. Fiscal year 20/21 showed fewer capital projects, but also didn't lose money during the pandemic. Year end of 20/21 is estimated to be \$277,275, not including audit adjustments and fiscal year 21/22 ending balance is estimated to be \$241,255. Each fund was presented and includes a 6% increase for salaried employees. This is comprised of a 2% cost of living increase for 2019/2020 and 2020/2021 and the last 2% will be merit based and at the Directors discretion. The capital projects include redoing Crete Park tennis courts, including pickleball, 3 new computers (if necessary) and a new maintenance truck. Biesterfeld presented a cost savings plan for employee health insurance, moving employees to a high deductible plan and changing employees to paying 15% of the health insurance costs as opposed to the current 10% cost. Initiating both of these changes will save the District approximately \$6900 per year. He also discussed HRA and HSA options which would allow the District to help the employees with a portion of the high deductible, giving the example that the employee could pay for the first \$3000 and then the district could pay the next \$2000 in deductible costs. M Smith suggested changing plans to lower costs. The discussion was tabled. Chavez explained the simplified version of the budget will feed directly into the Budget and Appropriation Ordinance

Stawicki moved and Sharma seconded a motion to approve the minutes from March 17,2021. All Commissioners present voted aye.

Stawicki moved and Sharma seconded a motion to approve Meeting Ordinance 21-22. All Commissioners present voted aye. Hale pointed out the Dec meeting has been canceled. Our plan is to do the bond sales at the November meeting.

Staff Reports

Finance/Marketing: Sharma commented on the high google numbers. Hale reported a large increase in the rentals in the last month increasing the request for directions to our facility. Commissioners also discussed the rental of the board room at 737. The booklet is at the printers and is scheduled to be mailed April 26. Hale reported a contractor hired by Director Chavez did a nice job redoing the layout of the website. Hale is minimizing verbiage on the other pages.

Recreation Report: Egg Hunts went well. Geary hired a new Recreation Supervisor to start April 22. He is from Matteson and has a degree in Sports Management with a minor in marketing.

Maintenance Report: As presented. The Village construction in Swiss Valley and Crete Park was discussed. The key project at 737 is complete. Crete Park outdoor bathrooms will be next.

Directors Report: Chavez discussed the team concept with collective group projects involving more people. She asked everyone to review the SWAT analysis and explained the S16 means 16 staff people voted for the project and L17 means it received 17 votes from leadership.

Presidents Report: Acting President Smith presented a card thanking the park district for participating in the collection of masks and hand sanitizers for Crete Elementary.

Old Business: Commissioners discussed the employee compensation, leave, holiday and classification documents. This will cut all comp time and add flex of admin time for special events, eliminating the hour for hour match for salary employees. Commissioners agreed on Option B for vacation. Good Friday and the day after Christmas are now rolling holidays and the District will be open on these days. Commissioners discussed pay increases, projected goals, pay ranges for positions and adding an increase for cost of living for full time salary positions. Board discussed minimum and maximum pay rates and caps and the power of the Director in making these decisions. These can be reviewed annually.

Sharma moved and Stawicki seconded a motion to approve the Personnel Manual Updates as presented. M Smith voted no, all other commissioners voted yes. Motion carries.

New Business: The board charter was presented adding committees and chargers. Also presented was the new organizational chart and a new job description for the Community Outreach and Marketing position. These items were tabled.

Biesterfeld requested a special circumstance exemption allowing our Maintenance Foreman to roll over unused vacation time.

Sharma moved and Stawicki seconded a motion to move into Executive Session at 8:30 PM for Section 2 © (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. All Commissioners present voted aye.

Stawicki moved and Sharma seconded a motion to return to regular session at 8:33 PM. All Commissioners present voted aye.

Sharma moved and Stawicki seconded a motion to extend the vacation/comp time for the Maintenance Foreman due to special circumstances. On a roll call vote, J Smith abstained and all other Commissioners voted aye. Motion carries

Stawicki moved and Sharma seconded a motion to dismiss the meeting at 8:35 PM. All Commissioners present Vote Aye.

President

Secretary

Date Approved _____