

Crete Park District
Board of Commissioners
Meeting Minutes February 17, 2021

Meeting was called to order by President L. Johnson at 7 PM.

Pledge of Allegiance

Roll Call: J Smith, C Sharma, L Johnson, L Stawicki (7:10 PM)

Pledge of Allegiance

Others Present: Director Renee Chavez, Finance Supt Therese Hale, Rec Supt Janel Geary, Maintenance Supt Andy Biesterfeld, Rec Supervisor Nicole Bruns, Finance Assistant Patty Wiater

J Smith moved and Sharma seconded a motion to approve the minutes from January 20, 2021. All Commissioners present voted aye.

J Smith moved and Stawicki seconded a motion to approve the January Payroll (\$29,791) and February Payroll (\$44,013), February Accounts Payable, and Additional Bills for a total of \$18,284.98. The questions were answered and on a roll call vote, all Commissioners present voted aye.

Secretary/Treasurer Report: Account Balances and Financial Statements were presented. Next meeting is scheduled for March 17 at 6 PM for budget. Several new finance reports were presented.

Sharma moved and J Smith seconded a motion to approve Ordinance 20-21-3, Declaration of Surplus personal Property and Authorization for Sale or Disposal. On a roll call vote, all Commissioners present voted aye.

Recreation Report: J Smith reported the staff is waiting on decision to go back to school. Geary discussed movies in the park and the \$400 fee for licensing. Geary will look for sponsors. Geary reported she spoke with 2 residents regarding pickleball and has their info. She will follow up with them when the weather clears and changes can be made. Commissioners asked about swimming lessons. Geary reported the pool isn't open and she only has 1 swimming teacher left in this area.

Maintenance Report: Biesterfeld gave a report on the proposed key, pin pad and security changes. The entire system will be phased in over the next few years. Benefits of the new pin pad system were presented. Regular maintenance of vehicles and equipment continues.

Finance Report: Stawicki reported \$17,105 did arrive from the FEMA grant. Will County has changed to a 4-ticket payment system so our tax income will be slower to arrive next year. Preschool numbers were discussed again and the credit report was presented. The April 30 total was \$23,000. Hale reported the report is now monthly for the Auditors.

Stawicki discussed the revamping of our G/L system and starting a new company in QuickBooks. The process will be reviewed by the auditor and we plan to begin May 1. Chavez reported she plans to eliminate duplication. Park Code tells us which fund G/L's should be in.

Presidents Report: Johnson thanked Director Chavez, the staff and board for their dedication.

Long Range: None

Old Business: None

New Business: Fire and Burglar Alarm Contract was presented. After discussion Chavez recommended putting in a full alarm without conduit, paying \$965 for installation and \$90/month. Board agreed.

Employee classifications were presented and discussed. A discussion was held regarding Full Time Exempt employees using Administrative Time when an event is outside their traditional job and end of comp time tracking system. Administrative Time must be used within 3 months and employees can only pool 24 hours comp time. Full Time Salary Non-Exempt, such as Recreation Supervisor, hours fluctuate and always change. Hourly and Part Time employment classifications were discussed. Next month the compensation package will be presented for approval.

Chavez discussed the Rec Supervisor Position and explained to the board we are unable to grow with the staff we have. Chavez asked the board to change the classification to full time as long as we don't go over the original budget of \$31,500. Board asked questions regarding classifications, structuring and monitoring. Chavez discussed reviews and forecasting in different schedules throughout the year. One goal is to help the Board be more comfortable with what is going on and give them more information to share with the community. We will be scheduling a Committee of the Whole in March to discuss value statements, service and new procedures, system management, goals and keys to success. We will also be putting together a board slate with Secretary, Treasurer, President, Vice President and new signature requirements for board members. Chavez presented information about restructuring the board and staff, as well as goal-oriented employment.

J Smith moved and Stawicki seconded a motion to move into Executive Session at 9:04 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.

J Smith moved and Sharma seconded a motion to return to regular session at 9:40 PM. All Commissioners present voted aye.

J Smith moved and Sharma seconded a motion to move the Recreation Supervisor position to full time salary non-exempt. On a roll call vote, all Commissioners present voted aye.

Johnson thanked Rec Supervisor Bruns for being patient through the process and said she valued her service. Bruns reported several new programs they are excited to roll out.

Stawicki moved and J Smith seconded a motion to dismiss the meeting at 9:45 PM. All Commissioners present Vote Aye.

President

Secretary

Date Approved _____