

Tri-Township Park Board Meeting
Executive Session
Dec 12, 2001

The meeting called to order at 10:03 by Phil

In attendance at the meeting – Phil, Terry, Randy, Barb, and Todd
Absent – Louie and Norm

During the regular meeting Phil had advised the commissioners of his activities since the November meeting 11/14, these included;

Canceled 5 porta-potties. We had 8, now we have 3. Last month, our porta-potty expense was \$528 (\$68/month X 8). Our savings will be \$340/month.

Changed our trash pick-up. Last month we paid \$270. We have three small dumpsters (2 yard capacity), and one large (4 yard capacity). We were having all dumpsters picked up twice a week. I talked to Mike Bess, and he suggested, that we move one more of the small dumpsters over by the Wiesemeyer building (there is already on there), and these two dumpsters should be picked up once per week. Our larger dumpster is located behind the Lee Leonard building and we will only need to dump it every other week. This reduced service will cost us \$102/month, a \$168/month savings.

Tim had started a two-week vacation on Friday, November 14th.

Several of the commissioners asked why the porta-potties and trash pick up weren't changed immediately after the soccer season ended? Why did the director leave for vacation before changing these services?

During this same period Phil reviewed the phone records, and in the public meeting told the board that the park currently has 5 phone lines. He suggested, that the board drop one of the phone lines and save \$324/year. The board approved the motion. During this review he also noticed that the phone rates the park was paying were excessive.

Ameritech was caring our local long distance. In August our local long distance was \$56.28. The average cost per minute was \$.21.

Our long distance is by AT&T. In August our bill was \$28.11, and the average cost per minute was \$.56.

Phil changed of the rates to \$.09 per minute. This represented a savings of 66%. Based on the August numbers the estimated yearly savings will be \$668. These two

modifications will save the park about \$1,000 per year. Again the commissioners questioned why the Park Director had not realized the excessive spending and waste.

Phil informed the commissioners that during his review of the phone records he noticed the Park Director had also reviewed the phone records for two months and had made notes on the number of phone calls Phil had made to Terry Ball. A copy the records are attached to these minutes. Phil told the commissioners that, after Tim had returned from vacation, he talked to Tim about the phone records. He told Tim that he was disappointed that the director was wasting his time researching how many times commissioners were talking to one another, and at the same time, completely ignoring the excessive phone rates. Tim told Phil that Louie had asked him to check on how many times Phil was talking to Terry. The commissioners wondered WHY?

While examining the bills, Phil noticed the bill for the porta-potties (Royal Thrones) was wrong (\$408). He called and they faxed a new bill (\$198). The park director approved the \$408 bill, and it was on the bill list to pay. Copies of these bills are attached to these minutes. The commissioners wondered if the bills are being reviewed.

Upon further bill examination, Phil reported that the park was paying over \$1,700 per year in uniforms for three people. The uniforms were not being turned in to be washed therefore the park was paying over \$1,700 per year to rent shirts. In the public meeting the board voted to discontinue this practice. Again, the commissioners discussed why didn't someone catch this years ago.

Phil informed the commissioners that he had returned from the IPARKS legal Symposium on Friday, November 9th around 11:25. Craig and Mike were eating leftovers from the Thanksgiving dinner. Craig told Phil that they had a big dinner on Thursday with the Jarvis Township workers.

Barb asked, why weren't the commissioners told? Why weren't the commissioners invited, why was held on a day when Phil was out of the office?

On the same day, Craig told Phil that Mary had left for a dentist appointment and Tim had gone to an IDOT meeting. Monday, Veterans Day was observed. Tuesday, Mary was gone. Tim tells Phil, that Mary went to the doctor, and that her sister is sick. Mary was in the office on Wed., (Nov 14). The pay sheet faxed to Dave Roady for the period ending Nov 20th was unsigned. The pay sheet had Mary for 8 hours on Friday Nov 9th, when she went to the dentist, 8 hours on Monday (Veterans Day), and no hours on Tuesday, when she was out. The ordinance 2001-02, says that for an hourly employee to be paid for a holiday they must work the day before and the day after a holiday. Phil asked Tim to check on this. Tim later told Phil that on Friday, Nov 9th Mary had locked her keys in the car and he helped her unlock her car. He said she came back and worked about 5 1/2 hours and that counts for a full day. If, she had in fact had come back to work, she should have been paid for 5 1/2 hours. She should not have been paid any holiday pay. Phil asked Tim about this and he had told Phil that he had thought that she just had to work one day on each side of a holiday to be paid for the holiday.

The commissioners asked Phil to continue to monitor the pay situation. Phil told the commissioners that he had talked to Dave Roady, and told Dave that he was not to accept any unsigned pay sheets.

The commissioners questioned if the time reports are adequately being watched?

Phil was asked how much overtime is being worked? He reported that in November 19 hours of overtime were worked costing the district \$342 plus benefits. Some of the problem stems from the fact that Mike and/or Craig each report 2 hours for Sat and Sunday. They come in and work the zoo. Whenever the workers come in on Saturday or Sunday they always charge 2 hours, regardless of how much time it takes.

Randy said he didn't have a problem with the two-hour minimum. Phil agreed but the board should make it a formal policy, not just another unwritten rule.

The commissioners discussed that it probably doesn't take very long to feed and water the limited number animals, but if we are being charged for two hours, we are really paying for three due to the overtime, (\$36 + benefits), or \$72 for both Saturday and Sunday. The commissioners agreed that no overtime should be being worked, and asked Phil to talk to the Park Director and ask the employees to stop working two hours earlier on one day during the week, to avoid any overtime. The savings will be \$24 per week, \$100 per month – plus benefits.

The commissioners agreed that someone should be watching the overtime.

Motion to adjourn 11:03 (Terry/Randy) 5 – 0



Submitted by Phil Loethen