

Minutes of the February 18, 2014 Meeting of the Posen Park District Board of Commissioners

Call to Order Pres. Chmielak called the meeting to order at 7:00pm.

Roll Call Present: Jody Chmielak, Karen Gilbert, Mark Murphy and Al Chmielak **Absent:** None

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda Item 9d regarding the quote for the parking lot repair and expansion is on hold until other items are completed.

Approve Minutes of January 28, 2014 Comm. Gilbert moved to approve the minutes of January 28, 2014, seconded by Comm. Chmielak. All present voted Aye. Motion carried.

Approve January Financial Report & Bills There are no outstanding bills for approval. Pres. Chmielak moved to approve the January financial report, seconded by Comm. Gilbert. All present voted Aye. Motion carried.

Director's Report Director Whitcomb gave his report (Attached) and answered questions on the items.

Unfinished Business

Long Term Planning: Comm. Murphy asked if we can bring the ADA Plan back to the table and incorporate it into Long Term Planning. Director Whitcomb responded he would include it in his report going forward.

New Business

Approval of Delineation Study: Pres. Chmielak moved, seconded by Comm. Chmielak, to approve the quote from Christopher B. Burke Engineering for the delineation study and related paperwork at a total cost of \$3,100.00. Roll Call indicated 4 Ayes 0 Nays, motion carried.

Approval of Engineering Proposal for Memorial Sewer Project: Pres. Chmielak moved, seconded by Comm. Gilbert, to approve the engineering services proposal from Robinson Engineering in the amount of \$11,000.00. Roll Call indicated 4 Ayes 0 Nays, motion carried.

Approval of Basketball Surfacing Quote: Comm. Chmielak moved, seconded by Comm. Murphy, to approve the quote from U.S. Tennis Court Construction Co. for a 2 coat, acrylic seal and 2 color finish and court striping for the Memorial Park Basketball Court Project in the amount of \$8,800.00 (Total Project Cost is \$12,300.00 with the previously approved installation budget allotment). Roll Call indicated 4 Ayes 0 Nays, motion carried.

Approve Proposal for Parking Lot Repair/Expansion: Postponed pending lease renewal with Com Ed.

Public Comments None.

Executive Session Comm. Chmielak moved, seconded by Comm. Murphy, to enter Executive Session at 7:36pm to interview a candidate for appointment to a vacant board seat. All voted Aye.

At 7:42pm, Comm. Chmielak moved, seconded by Comm. Murphy to exit Executive Session. All voted Aye.

At 7:44pm, Comm. Gilbert requested a return to Executive Session to discuss the posting of the vacancy. Comm. Chmielak moved, seconded by Comm. Murphy to return to Executive Session. All voted Aye.

At 7:59pm, Comm. Chmielak moved, seconded by Comm. Murphy to exit Executive Session. All voted Aye.

The Vice President's position and the issue of the 3rd account signer were stated by consent as agenda items for the next meeting. Director Whitcomb will check with IAPD about statutes on replacing the Vice President.

Adjournment With no further business to discuss Pres. Chmielak moved to adjourn the meeting, seconded by Comm. Murphy. Voice vote was unanimous and the meeting was adjourned at 8:01pm.

Jody Chmielak
3/18/14

Report of the Director of Parks & Recreation February 18, 2014 Board Meeting

Parks

Com Ed Lease Renewal/Delineation Study – I have contacted 3 firms to seek proposals for the delineation study, Stuedemann Environmental Consulting, Christopher B. Burke Engineering, and Engineering Resource Associates. I have enclosed the proposals I received back as of Thursday 2/13. I am reviewing them and will have a recommendation at the meeting on which firm best meets our needs. This study is necessary to continue with the parking lot repair/expansion and the lease renewal with Com Ed.

ITHA/Therapeutic Park – I sent an inquiry to Illinois Toll Highway Authority asking who I could talk to about leasing or purchasing the land and have not received a response. I called James Glynn from Knight on Thursday 2/13 after receiving the number to his field office. He is encountering a similar issue with land nearby involving Cook County and is contacting land acquisition. He is adding us to his inquiry and will contact me with any information and the name of the contact person once he obtains it.

Memorial Park Sewers – Robinson Engineering has submitted a proposal for the work required to proceed with the sewers. They are familiar with the Village being the Village Engineers for years. This is a high priority project with a lot of permitting work and details to cover. I am recommending approval of the proposal so work can begin as soon as possible on running the sewer to this building so we have a public bathroom and can host programs out of here.

Basketball Courts – I have secured a proposal from an installer, U.S. Tennis. The quote for the pole removal and new goal install is within my allotted budget for installation, however, I am bringing the proposal to the table for a decision on additional pricings for finishing the courts with acrylic playing surface and court striping. The cost for 2 coats of acrylic and 2 color finish is \$8,800, while a coat of acrylic black and striping as an alternate is \$3,250. I am recommending the single coat black and striping. This will also prevent us from having to reseal these courts every year or two.

Light Replacement – I submitted the executed proposal to Marchione. I called them on 2/13 and was told by the owner that the fixtures were ordered and should be in any time. They are behind on outside work due to the weather but he thinks they will be able to come out and install next week or the week after. He will call me with a heads up on a more definitive date next week after they receive the fixtures.

Parking Lot – On hold until delineation study is completed.

Recreation

Blood Drive Report – This is scheduled for Saturday 2/15 at the Community Center. I currently have 8 donors, 5 appointments set and 3 walk in. I will report on the turnout at the meeting.

S.W.S.R.A. – I will attend the next meeting on Wednesday 2/19.

Classes & Events

- **Program Schedule** – I did not receive a response to my written request for use of the Community Center as of yet. This is causing me to push back the schedule to begin in April or possibly May when I can hold many of these programs outside under the pavilions. The Senior Brain Health Program Series (4 part workshop) will now begin in April and run through June or July and I will be co-operating with Blue Island Park District, who is allowing us to host the program at their facility.
- **Egg Hunt** – I ordered 5,000 candy filled eggs for the Egg Hunt in April. They should be arriving any day.

Conference Report – I attended several class sessions covering a variety of topics at conference and have included a brief description of each. I also brought back literature from classes and the exhibit hall, where I made contact with a variety of useful vendors.

1. **Legal/Legislative Part 1:** This class reviewed the legislative year in Illinois as it pertained to park districts and units of government in general. I usually attend this class and find it a valuable tool to remain aware of legal changes and challenges we may face as a park district because of them.
2. **Hiring & Firing: Reducing Litigation Expenses:** This class was good for me as it ran through several do's and don'ts on employee applications, job postings, performance documentation, and discipline.

Delena B. Jones
2/18/14

3. **Effective Outreach to Increase Participation in Free Programs and Beyond:** I was a little disappointed in the content of this workshop as it was geared more specifically to the special recreation environment than traditional programs, however, I did get a couple useful handouts with marketing tips and philosophies to use when evaluating effectiveness and need for a program that work for any recreational environment, so it was still a productive use of my time.
4. **Nuts & Bolts of Park Finance Ordinances:** I found this class to be my most valuable class because although I have done the budget and levy ordinances for our District for the past several years, there is always more to learn. I learned more about the PTELL (Property Tax Extension Limitation Law) and how it limits our year to year tax increase powers, as well as the rules surrounding capturing the full value of a TIF (Tax Increment Financing) District once it expires. Posen has two of these expiring within the next 9 years and the addition of new taxable property value to our revenue stream will provide us with much needed additional funds without impacting homeowners so long as our ordinances are correctly written in those years that the TIF's expire. That information alone made this class worthwhile.
5. **How to Avoid Litigation Issues Learn Not to Step in Bear Traps:** This class was a nice overview of ways to reduce our liability risk with regards to patrons using our facilities and participating in our programs. Safety and liability risk is something that is easy to ignore, and I am sometimes guilty of thinking I know everything about it, but I do not and taking the opportunity to review proper safety procedures is always beneficial. We have addressed many traditional liability risk areas already, but just getting an overview of specific laws and nuances is great because there is always a law you haven't heard of that could bite you at some point.
6. **Intergovernmental Cooperation:** This session was valuable in explaining the various ways in which units of government can establish cooperative agreements (we currently have 2 with the Village), including the laws which allow certain types of cooperation, as well as several examples of area units of government that are currently cooperating on small and large scales.
7. **Partnering for Success:** This class focused on identifying potential sponsors for events and programs and how to develop sponsorship packages to entice them and ongoing relationships to maintain them. This will prove useful as I reach the point of obtaining sponsors for major activities and events.
8. **Revenue Development:** This session was more specific to the park district (Carol Stream) that hosted it, but still I was able to obtain a copy of their revenue development plan and the insights of a longtime Director on how to obtain alternative sources of revenue (other than taxes) from various sources. While Carol Stream is much larger than we are, several of the principles within their development plan are universal and can be adapted for us.

Administration/Legal

Park Site 5 /D.N.R. – I spoke with Attorney Narko on 2/12. He communicated to me that Attorney Peter Murphy for the village has indicated he has been busy on another time consuming legal matter with the village and has not been able to address the I.G.A. or ordinance as of yet. Attorney Narko will stay on him and I will contact Mayor Schupek to ask for a speedier resolution to this matter. In order to pursue grants for the development of this property I need to be able to show ownership so I will continue to push for resolution on this matter.

2014/15 Budget – I have enclosed a preliminary budget for 2014/15 for your review. I kept the overall operating budget as close to the same as possible. I did have to move some funds around between line items to account for increases in insurance and bond costs, projected legal expenses, and staff salaries among other items, but overall the operating budget is not changing much from this year. If the numbers are acceptable, then I will plug them into the ordinance, mark up the appropriation and the approval calendar can start next meeting so our budget is passed for the start of the new fiscal year.

Please note that this is just the operating budget. The remainder of the Capital Fund and the Appropriation markup to each budget item (usually I do 20% in case we get unexpected funds like a grant), will be reflected in the ordinance. These are the operating budget numbers for next year only.

Correspondence

- I received a package from SEDAC related to the Energy Assessment I had conducted with the free occupancy sensors for our lights in the garage and office.
- I received a letter from the IRS stating that they have waived the penalties levied in relation to the non-filing of the 2009 W2's. We owe nothing more and the matter is now completely closed.