

**Minutes of the September 16, 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:** Mark Murphy, Jody Chmielak, Al Chmielak      **Absent:** Ashley Gulli, Karen Gilbert

**Pledge of Allegiance** The Pledge of Allegiance was recited.

**Additions or Revisions to the Agenda** Approval of the June 17<sup>th</sup> minutes was tabled due to the absence of Comm. Gulli.

**Approve Minutes of July 15, 2014** Comm. Chmielak moved to approve the minutes of July 15, 2014, seconded by Pres. Chmielak. All present voted Aye, motion carried.

**Approve Financial Reports & Bills** Comm. Chmielak moved to approve the July & August financial reports and payment of bills, seconded by Comm. Murphy. All present voted Aye, motion carried.

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

Director Whitcomb stated that additional correspondence was received tonight from Comm. Gilbert just prior to the meeting in the form of a letter announcing her immediate resignation from the board.

**Unfinished Business**

**Long Term Planning Lists/A.D.A. Plan:** No new discussion.

**New Business**

Comm. Murphy moved, seconded by Comm. Chmielak to approve the fence repair expenses for Commissioners' and Memorial Parks as recommended by the Director. All present voted Aye. Motion carried.

Pres. Chmielak moved, seconded by Comm. Chmielak, to accept the Director's ranking of the architectural firms by qualifications and authorize negotiations between the Director and Cody Braun & Associates Inc. for design services related to the office renovation. All present voted Aye, motion carried.

Comm. Chmielak moved, seconded by Comm. Murphy to accept the 2013-14 audit by Hearne & Associates as presented. All present voted Aye, motion carried.

Comm. Chmielak moved, seconded by Comm. Murphy to approve the expense for replacement equipment panels for the Commissioners' Park playgrounds from Parkreation. All present voted Aye, motion carried.

Comm. Chmielak moved, seconded by Comm. Murphy to approve the draft tax levy ordinance 2014-4 for posting and scheduling of a public hearing. All present voted Aye, motion carried.

**Public Comments** There were none.

**Executive Session** Comm. Chmielak moved, seconded by Comm. Murphy to enter Executive Session at 7:46pm to discuss pending litigation. All present voted Aye. Motion carried. {CONTENT REDACTED} Comm. Chmielak moved, seconded by Comm. Murphy to exit Executive Session and return to the regular meeting at 7:49pm. All present voted Aye. Motion carried.

**Adjournment** Comm. Murphy moved to adjourn at 7:50pm, seconded by Comm. Chmielak. All voted Aye. Motion carried.

*Jody Chmielak  
10/21/14*

## **Report of the Director of Parks & Recreation September 16, 2014 Board Meeting**

**Com Ed Property** – I took photos of the leased property and gave them to Attorney Narko along with a signed lease copy and the deed forwarded to me from ComEd. An affidavit was executed by Pres. Chmielak that we are leasing the property and all paperwork was forwarded to the Board of Review. We now await their determination.

**ITHA/Therapeutic Park** – Joanne Fehn from the Tollway's Right of Way Department has asked us to obtain title commitment on both our parcel and the tollway parcel as the next step of the process. I informed her I would have to inform the board prior to proceeding with that process. We already have a title commitment to our parcel as part of the process of completing the exchange with the village. I estimate the expense for the commitment on the other parcel to be +/- \$500.00 based on prior discussions with Attorney Narko and Harry Gilmore from Robinson Engineering.

**Sewers/Building Project** – We received interest statements and qualifications back from 3 architectural firms, which were enclosed in last month's board packets. The firms must be ranked based on presented qualifications and then we would begin with the most qualified firm. I have reviewed the qualifications and it is my assessment that Cody Braun is the most qualified firm for our project, followed by DLM and Berdusis respectively. I am asking the board to accept my assessment and give permission for me to seek and negotiate pricing with Cody Braun for design plans and cost analysis for the office renovation.

### **Meetings/Workshops**

- I attended the SWSRA meetings on 7/16/14 and 8/20/2014.
- I met with the Lan Oak Park District Director John Wilson on Aug. 21<sup>st</sup> to discuss billboard permitting issues through the state. He has subsequently forwarded me information on the process.
- I met with Dr. Anthony Edison, the new Posen-Robbins Superintendent, to introduce myself. He seems to be very receptive to future cooperation.

### **Activities**

- The Jump Rope class is running twice a week at Commissioners' Park next to the Skate Park. I will be speaking with the school district about moving them indoors again soon.
- The Circus went off successfully on Labor Day. I am waiting for one outstanding check from Metrosouth Medical Center, but our final revenue intake will be \$1,219.70. After our expenses of \$290.00 we will have made \$929.70 in profit on this year's event.
- Music in the Park will take place on Saturday September 20<sup>th</sup> from 2pm-5pm at Commissioners' Park. That Country Band (playing Top 40 country) will be playing.
- The Movie in the Park will take place on Friday October 3<sup>rd</sup> with a rain date of the 10<sup>th</sup>. We will be showing Scooby Doo.

**Park Site 5** – The paperwork to facilitate the deed exchange has been executed and filed. I am currently awaiting word from Attorney Narko that the matter is finished.

**Fencing Repairs** – I contacted Mike Peck from Do All Fence with the additional items and questions and he sent over re quoted project prices reflecting the additional options. It is my recommendation that we proceed with the initial repair quotations (\$1,690.00 for Commissioners' Park fencing repairs & \$4,250.00 for Memorial Park fencing repairs). It does not make sense to lower the fence at Commissioners' Park by the courts and Skate Park at this time (Cost of \$4,210.00 by itself) until a project is decided on for the remaining court space as such a future project would likely involve additional fencing to separate it from the Skate Park and it may require the high fencing. Additionally, the dugouts for the fields at Memorial Park are not in need of replacement (Cost of

\$3,840.00 per pair) at this time and that project would be best saved for a total field renovation when and if that is decided upon.

**Equipment Replacement** – The slide on the older equipment at Commissioners Park was broken and we had to remove it as it was beyond repair and a safety hazard. The opening was temporarily closed using a panel from the newer piece of equipment which also needs replacement. Thank you to Pres. Chmielak for his assistance with the slide removal. I have obtained pricing for replacement panels for both this slide opening and other damaged/broken game panels in need of replacement at this playground. The total cost with shipping for all items is \$2,628.26. I am asking the board to approve this expense.

**Tax Levy Ordinance** – I included a copy of the Tax Levy Ordinance for this fiscal year in the packets. The figures reflect the usual requested markup of 5% over the final reduced amount determined by the county clerk from the previous levy. These figures we request this year will also be subject to reduction via the tax limitation laws, however, we ask for the 5% in order to capture the value of new property value added to the District in the past year. I am asking the board to approve the levy draft so that it can be posted for public inspection and the levy hearing can be scheduled prior to the October or November meeting.

**2013-14 Audit** – Hearne & Associates has delivered the audit reports and I have enclosed them in your packets. The audit reflects positively on our financial management and record keeping. They did have to make some adjustments to our records to reflect the different taxing funds better than our Quickbooks account currently does, and the firm included suggestions on a few policies to enact which I will contact neighboring Districts on to obtain copies of theirs. I am asking the board to formally accept delivery of the audit. I also requested and they are providing pricing for a new engagement period to perform future audits. I will need a decision from the board on whether a full audit will continue to be performed every year. We are not required to do so by law as we are under the \$850,000 yearly revenue threshold and could instead have a compilation report performed at a reduced cost.

#### **Correspondence/Other**

- I received a request from Posen Fire Chief Kevin Szewczyk to utilize the main field at Memorial Park for a class/drill with area first responders involving emergency helicopter transport. I granted this request and the drill was conducted on July 28<sup>th</sup>.
- I received a call from Mike Leonard, Director of the Palos Height Recreation Department, about a possible donation of rubber safety surfacing. He is volunteering as a project coordinator for a playground replacement at St. Al's/St. Pat's School in Lemont, and we can have the rubber surfacing from the old playground, but we will have to remove and transport it. I have contacted Public Works and I am looking for area companies to possibly hire to facilitate this removal. It is well worth it when the cost of obtaining surfacing for the eventual Park Site 5 playground is considered.