

Minutes of the April 21st 2015 Meeting of the Posen Park District Board of Commissioners

Call to Order Pres. Chmielak called the meeting to order at 7:00pm at the Memorial Park Office 143rd Street & Campbell Avenue in Posen.

Roll Call Present: Natasha Nutall, Ashley Gulli, Jody Chmielak, Mark Murphy and Al Chmielak. **Absent:** None

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda Director Whitcomb stated that there is no action under Unfinished Business. Office Project documents are present but there is really nothing to vote on until we decide to go out to bid. He also indicated that Kevin Whitney is currently in Springfield and thus will not be reporting tonight.

Approval of Minutes Pres. Chmielak moved to approve the minutes of the regular meeting of March 17th, 2015 as presented, seconded by Comm. Chmielak. All present voted Aye, motion carried.

Approve Financial Report & Bills Director Whitcomb noted an addition to the bills list of the monthly payment to the grant writer of \$250.00. Comm. Chmielak moved to approve the March financial report and payment of outstanding bills, seconded by Comm. Gulli. All present voted Aye, motion carried.

Director's Report Director Whitcomb gave his report (Attached) and answered questions on the items. Upon discussion, Director Whitcomb stated that he will get estimates to treat the fencelines and the infields and will also get proposals for soffit and fascia work on the pavilions.

Unfinished Business

Long Term Planning Lists/A.D.A. Plan: Nothing at this time.

Approval of Bid Specifications & Construction Documents for Office Renovation Project: The sewer plans will be submitted to MWRD this week as the village has signed off. That process will take an estimated 1-2 months.

New Business

Comm. Chmielak moved to approve Ordinance 2015-1 (Budget & Appropriation) for posting for public inspection and scheduling of a public hearing, seconded by Comm. Gulli. All present voted Aye, motion carried.

Pres. Chmielak moved to approve the regular meeting schedule for Fiscal Year 2015-16 with adjusting the May meeting to be held on Thursday May 21, 2015, seconded by Comm. Gulli. All present voted Aye, motion carried.

Public Comments None.

Executive Session Comm. Chmielak moved to enter Executive Session at 7:29pm to discuss litigation, seconded by Comm. Murphy. All present voted Aye, motion carried.

Comm. Chmielak moved to exit Executive Session and return to the regular meeting at 7:30pm, seconded by Comm. Gulli. All present voted Aye, motion carried.

Adjournment With no further business to discuss, Comm. Gulli moved to adjourn at 7:31pm, seconded by Comm. Nutall. All present voted Aye, motion carried.

5-21-15
Jody Chmielak

Report of the Director of Parks & Recreation April 21, 2015 Board Meeting

Attorney/Legal Updates

Park Site 5 – No new updates on this item.

ITHA/Therapeutic Park – I have reached out to the Tollway regarding the title search and await a response as to whether they have any documentation they can provide us with. I spoke with Joanne Fehn an hour prior to this meeting. She will pull and examine their file to see if there is a legal description there. She inquired about which title company we are using. I will have to follow up with Atty. Narko for that information.

Cook County Equalized Assessed Value Discrepancy – No new updates on this item.

Memorial Park Office Renovation Project – I have received paperwork and construction documents from Robinson Engineering. They were submitted to the Village for review and sign off prior to submitting to MWRD as required. I may have the Village's response by the board meeting. Jeff Braun has presented me with plans and will have the rest of the documents to me by the middle of next week, possibly prior to the meeting.

Meetings & Activities Schedule

- **SWSRA –** I attended the March 18th and April 15th board meetings, as well as a Finance Committee meeting on March 25th. The main focus at SWSRA right now is gearing up for day camp. They have not stopped hiring camp counselors at this point as about half of the staff from last year is unable to return due to other employment commitments. Please let me know if anyone is looking for a summer job with a background working with special needs individuals and I will get them information.
- Our annual Egg Hunt went extremely well. There were no complaints and I estimate the attendance at between 250 – 300 people. The only issue we had was with the wind and the empty gold prize eggs on the basketball courts.....nothing to hold them in place caused them to continually drift towards the edges and I kept having to throw them in. Next year I will have something to put in those eggs to weigh them down. Thank you to Commissioner's Gulli & Nutall and their spouses for assisting with this event.
- I have finalized the agreement with Fantasy Amusements to have Posen Park Fest 2015 run from Thursday May 28th through Sunday May 31st. I will be meeting with the Posen Police Department to discuss security on Friday April 17th, and pricing the additional restrooms, dumpster, etc needed shortly thereafter. I have anticipated a precautionary total budget of \$4,000.00 for this event, with an expectation for actual expenses to come in at about \$3,500.00.

Seasonal Maintenance Positions – I have two people hired and working, Aaron Zambrano and Miguel Vieyra. They were each hired under a 30 day probationary period at minimum wage of \$8.25 per hour, after which their rate will increase to \$9.00 per hour based on their prior experience.

Park Maintenance Updates –

Garage – All of our event signs are being repainted. Equipment is being serviced in preparation for grass cutting which should start as soon as next week (wetness of fields and rain forecast permitting). I am also asking that the board consider allowing me to purchase a new riding lawnmower. Our newest mower is now in its 8th season and I believe it is time to consider updating the fleet. I will obtain pricing and possible trade in quotes for one of our existing mowers for consideration. Alternatively, if we purchase without a trade in I can probably sell the older mower online.

Memorial – Swings and picnic tables have been placed. Nets for the soccer goals and basketball rims have been hung. I need to order a replacement part for the ADA swing because the latch no longer locks. The concession stand has been cleaned and leaking plumbing has been repaired.

Commissioners – Swings have been hung and picnic tables have been placed. The replacement panels for the smaller playground piece that we ordered last winter will be installed in the coming weeks. There has not been any graffiti yet at the Skate Park, but we are consistently having to clean up broken glass each day. Additionally, there is a large group of kids playing soccer in this park in the evening. I will contact BSN to see if there are any specials being run on basic soccer goals.

Therapeutic – Swings have been hung and tables have been placed. There are currently no issues at this park other than the pending Tollway matter and what to do with the barrel house (repair or knock down) once the matter is resolved.

Zuziak – There have been a couple resident complaints, which I have directed to the police department, regarding discourteous visitors to the park leaving garbage in people's lawns, and ball games being played in the park which it has been past practice to disallow. I have ordered and received signs explaining the No Ball Playing Rule that direct patrons to other parks for sports related activities. These will be installed at this park and Park Site 5 once the posts on order come in. The reason for this is that there is no tall fence and/or street separation between these parks and private residences.

Park Site 5 – I am currently coming up with different ideas on how to name this park as well as a timeline to regrade, landscape, and install equipment. I may look into possibly doing another KaBOOM! Grant for this park. I have the wood posts purchased for the name sign but will need to purchase more lumber for name boards and the park name once it is picked.

Draft Budget & Appropriations Ordinance 2015-1 – I have included the draft of the budget and appropriations ordinance for the next fiscal year. There are a few minor tweaks, but the base budget (excluding capital carryover, capital project expenditures, and an appropriation for possible anticipated grant funds) remains the same amount (\$172,500.00) as this year. The overall appropriations number is higher as it is our ask number, not our actual, and includes all anticipated possible extra revenues (primarily grants and late paid prior year taxes, as well as a prediction on carnival revenues). I am seeking approval of the draft ordinance for posting and scheduling the hearing for next month tonight.

Regular Meeting Schedule for Fiscal Year 2015-16 – I have included a copy of the meeting dates for the next fiscal year with meetings continuing as normal on the 3rd Tuesday at 7:00pm. I do have one item for consideration. With the draft budget ordinance ready for posting approval tonight, there is a 30 day posting timeline prior to final action, with the first day being April 22nd. If we move the May meeting from Tuesday the 19th to Thursday the 21st, that will be 30 days and we can hold the hearing and pass the ordinance in May rather than waiting until the June meeting.

Grant Writer – Kevin Whitney will be at the meeting to give an update. I have provided him with the most up to date plans and cost estimates for the Office/Sewer project from the architect and engineer to utilize in his presentations in Springfield. He informed me he would be back in Springfield on April 16th.

Correspondence/Other

- I am considering quoting another spraying of the fencelines and playground borders. I am requesting thoughts on when to schedule it for. Most of the fencelines are still pretty well dead from the last application but it is beginning to regrow. I can either do it now or wait until the fall or even next spring and schedule at the same time yearly thereafter.