

## Minutes of the June 16<sup>th</sup> 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 Park Office on 143<sup>rd</sup> Street & Campbell Avenue in Posen.

**Roll Call Present:** Natasha Nutall, Jody Chmielak, Karen Klotz, Al Chmielak **Absent:** Ashley Gulli

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

**Additions or Revisions to the Agenda** Long Term Planning and the Office Project have nothing new. Also, Kevin Whitney will not be at the meeting tonight and will email his Grant Writer Report this week, and Director Whitcomb has a couple of additional topics under his report.

**Approval of Minutes** Comm. Chmielak moved to approve the minutes of the regular meeting of May 21<sup>st</sup>, 2015 as presented, seconded by Comm. Nutall. All present voted Aye, motion carried.

**Approve Financial Report & Bills** Pres. Chmielak moved to approve the May financial report and payment of outstanding bills, seconded by Comm. Nutall. All present voted Aye, motion carried.

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

- a) Tollway Authority – The board stated they would like an estimate on the costs involved prior to agreeing to be responsible for reimbursing the state for a title commitment on their parcel.
- b) Cook County E.A.V.
- c) Office Project
- d) Meetings/Activities
- e) Posen Park Fest – Everyone expressed happiness with the amount of profit especially considering the weather. Director Whitcomb stated he would be working on scheduling for next year as soon as he was able to with the carnival company and would try to push it back a couple weeks into June for next year.
- f) Maintenance Items
- g) 2014-15 Auditor Compilation – Pres. Chmielak asked about where the auditor's letter mentioned omitting management's discussion and analysis. Director Whitcomb responded that as this was a compilation report and not a full audit, which the board voted to do every 3 years, that particular item is not a part of this report, which is why they state it as being omitted.
- h) Actuarial Cost Study
- i) Lawnmower Replacement
- j) Prevailing Wage Ordinance
- k) Correspondence/Other
- l) Soccer Goal Pricing (Addition) – The board inquired if the goals that had been quoted were compliant with changes in state law regarding tip resistance. Director Whitcomb stated he would confirm this before purchasing anything. It was decided to purchase a 6.5' x 12' goal if they were found to be compliant with state law.

*Natasha Nutall July 21, 2015*

m) Proposed Meeting Time Change (Addition) – Upon discussion, the board was universally in favor of the idea to change the time of the meetings from 7pm to 6:30pm. Director Whitcomb was told to place it as a business item on the next meeting agenda for a vote.

**Unfinished Business**

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

**Grant Writer Report:** Kevin Whitney was not present and will email a report.

**Approval to Seek Bids for Office Renovation/Sewer Project:** Nothing at this time.

**New Business**

**Approval of Fiscal Year 2014-15 Compilation Report:** Comm. Chmielak moved to approve the compilation report as presented, seconded by Comm. Nutall. All present voted Aye, motion carried.

**Approval of Actuarial Cost Study:** After discussion, the board elected to defer this item until a meeting is set up with an IMRF field representative to answer board questions.

**Approval of Lawnmower Replacement Quote:** After a brief discussion, the board decided to hold off on this purchase. Director Whitcomb stated this can be done for this season, but the item will have to be revisited for purchase around December so that the lawnmower will be ready for next spring.

**Approval of Ordinance 2015-2 An Ordinance Establishing the Prevailing Wage Rate for the Posen Park District:** Pres. Chmielak moved to approve Ordinance 2015-2 as presented, seconded by Comm. Chmielak. All present voted Aye, motion carried.

**Public Comments** None.

**Executive Session** None needed.

**Adjournment** With no further business to discuss, Pres. Chmielak moved to adjourn at 7:47pm, seconded by Comm. Klotz. All present voted Aye, motion carried.

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*[Handwritten signatures and notes]*

## Report of the Director of Parks & Recreation June 16, 2015 Board Meeting

**ITHA/Therapeutic Park** – I am asking the board for direction on a question from the Tollway. If they are unable to locate additional information to assist us in obtaining the title commitment for their parcel on our own, would we agree to reimburse them in writing for the expenses involved in obtaining the commitment?

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

**Memorial Park Office Renovation Project** – We are still awaiting word on the permit from M.W.R.D. as well as word on possible state funding before we proceed with the bidding process.

### **Meetings & Activities Schedule**

- SWSRA – The next meeting is scheduled for Wednesday June 17<sup>th</sup>, the day after our meeting.
- Resale in the Park – Scheduled for June 27<sup>th</sup>.
- Movie in the Park – Scheduled for July 24<sup>th</sup>. I will have a final selection or a list of final selections at the meeting.

**Posen Park Fest** – I enclosed a final report in the board packet. With losing Saturday to rain and reduced turnout on Friday and Sunday also as a result of the rain, I am very happy with profiting over \$4,200 on the event. If we had had clear skies we could have easily cleared \$10-\$12K.

### **Maintenance Updates –**

**Garage** – I am looking into replacing one or both building mounted water fountains with working fountains. I am leaning towards straight removal of the garage fountain and replacement of the concession stand fountain as that appears to be the easier one to replace.

**Memorial** – General sprucing and flower planting has been completed. The next major non landscaping related project will be repairing the overhang on the concession stand. I have contacted Marchione Electric about the concession stand light and other items but have not heard back from him on scheduling a visit as of my typing this report.

**Commissioners** – Ruts left from the carnival equipment and vehicles have been filled in. The playground ramp was removed by maintenance due to it having cracked all the way through and I will need to order a replacement. I will also be quoting Marchione on updating the light fixtures on the court lights and possibly updating the time clock as well.

**Therapeutic** – There is some damage to the playground equipment that I am looking into repair costs on. One is a missing steering wheel, the other items appear to be wear and tear on the monkey bar brackets, which will possibly need replacement, and the old green slide, which has reached the point of needing to be removed which I have scheduled and may be completed prior to the meeting.

Zuziak – Flowers have been planted in the center flower pots.

**Park Site 5** – There are no issues to report.

**2014-15 Auditor Compilation Report** – I have received, reviewed, and distributed copies of the compilation report, which I am asking approval of tonight. The A.F.R. document cannot be completed and filed with the comptroller and county until they open the portal for this year and distribute the new passwords. This will take place in July or August and that report will be filed at that time.

**Actuarial Cost Study** – I have enclosed information on the Illinois Municipal Retirement Fund in your packets. This is a retirement system for governmental bodies and is referenced in my contract. In order to join IMRF there must first be a cost study done to determine contribution rates for the District as an employer. This will run approximately \$506 for one employee as I am the only employee eligible for participation projected on working hours. I am asking the board to approve the cost study at the meeting. Results will be received within 8 weeks of filing the paperwork and then a vote can be held on joining IMRF.

**Lawnmower Replacement Quote** – I am asking for direction from the Board on ordering a new lawnmower as I quoted. I would like the purchase to be approved at this meeting if possible.

**Prevailing Wage Ordinance** – I have enclosed copies of the prevailing wage ordinance in the packets. It is the same ordinance that must be passed by local governmental bodies in June of each year. All content is the same as in prior years. I will provide an explanation and look for approval of this item at the meeting.

**Correspondence/Other**

- **Vegetation Control Spraying** – I am awaiting completion and invoicing for the spraying. The spotty weather conditions have led to delays on this item.