

Minutes of the October 6th, 2015 Meeting of the Posen Park District Board of Commissioners

Call to Order Pres. Chmielak called the meeting to order at 6:30pm at the Park Office on 143rd & Campbell.

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

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda None.

Approval of Minutes Comm. Chmielak moved to approve the minutes of the meeting of September 8th, 2015 as presented, seconded by Comm. Klotz. All present voted Aye, motion carried.

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

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

- a) Tollway Authority
- b) Cook County E.A.V.
- c) Office Project
- d) Meetings/Activities/2016 Event Calendar
- e) Maintenance Items
- f) Tax Levy Ordinance & Public Hearing
- g) Donation of Office Items
- h) Tree Memorial
- i) Correspondence/Other

Unfinished Business

Grant Writer Report: Nothing at this time.

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

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

New Business

Approval of Draft Tax Levy Ordinance – Comm. Chmielak moved to approve the draft tax levy ordinance 2015-3 for posting and scheduling of a public hearing during the November meeting, seconded by Comm. Klotz. All present voted Aye, motion carried.

Discussion of Benefits Plans – A lengthy discussion took place regarding types of benefit plans. As the District has decided not to pursue IMRF, the options to examine were IRA's and a 457 plan. Upon initial examination, IRA's were not deemed favorable and the 457 plan was the preferred option. Several questions were asked, including whether it has to be offered to all employees, the requirements surrounding any contribution matching by an employer, and whether there had to be more than one employee to enroll in order to start the plan. Director Whitcomb indicated he would contact Bill Spies and ask these questions prior to the next meeting.

Public Comments None.

Executive Session None needed.

Adjournment With no further business to discuss, Comm. Chmielak moved to adjourn at 7:22pm, seconded by Comm. Klotz. All present voted Aye, motion carried.

Natasha Nutall 11-3-15

Report of the Director of Parks & Recreation October 6, 2015 Board Meeting

ITHA/Therapeutic Park – I have reached out to Joanne Fehn’s interim replacement at the Tollway, Brian Bottomley, and I am currently awaiting his response and direction on this matter.

Cook County E.A.V. – I have requested copies of the voter registration lists for the Village and the Park District from Cook County. I will likely at some point need to ask the Village to see their Sidwell maps to verify annexation history.

Memorial Park Office Renovation Project – Waiting on completion of the review process by M.W.R.D.

Meetings /Activities/2016 Event Calendar

- Kelly Miller Circus – I made an error in my previous report on our circus profits. I neglected to add in our previously deposited share of the advance sales to businesses of \$376.50. Adding in that amount to our regular advance sales and day of event share, our profit on the event is \$792.80 rather than the previously mentioned \$416.30.
- I have included event monetary breakdowns for both Movie in the Park events, the Resale, and the Circus in the board packets. I also broke down the concession stand specifically across all events.
- I attended the SWSRA Board Meeting on September 23rd. Summit Park District will be withdrawing from SWSRA effective 12/31/2016. SWSRA will then be comprised of 7 member districts unless other districts petition for membership between now and then. (Current Membership: Alsip Park District, Blue Island Park District, Village of Merrionette Park, Midlothian Park District, Palos Heights Recreation Department, Posen Park District, Worth Park District). SWSRA attended our Movie in the Park event in July and will be invited to set up a booth and run activities at most of our events next year.
- I will be putting together another newsletter this week and sending it to print. I am also ordering signs and purchasing gift cards for the Halloween House Decorating Contest. I have signs for the Christmas time Holiday House Decorating Contest as I ordered for multiple years last year.
- I am currently at work on filling up the 2016 Events Calendar and I am taking suggestions on additional event ideas to explore/enact for next year. The list I have so far includes: Movie in the Park, Music in the Park, Resale, Circus, Carnival, Egg Hunt, Fall Festival, Memorial Picnic, Blood Drive, Pet Well Clinic, Wellness Fair, Taste of Posen. Some of these are existing events, some would be new, or could be combined with old events. Please share any ideas you have as they come to you.

Maintenance Updates

- I hired and started a second worker, Joseph on September 22nd. Jeff & Joe have caught up on the grass and been servicing and making repairs to our equipment. They will be moving on to a list of other projects as the weather turns and the grass cutting slows down.
- The clamps for the equipment piece at Therapeutic Park seem to have finally been approved for warranty after an unexplained delay. They did not warranty a full replacement of the ADA swing, but miraculously have produced the parts for that latch design after months and will be sending us those on a warranty claim which will allow us to repair the existing swing.
- I am submitting the IPARKS swing reimbursement grant as we have received the connector pieces I ordered and a paid in full invoice. I will be submitting the IPARKS I-Grant Safety Grant to help cover the costs of additional engineered wood fiber to top off the Memorial Park play lot. I am also in process on a request to KaBOOM! regarding Park 5. Once submitted, this request could be acted on immediately or sit for awhile, as our last project in 2010 for Memorial Park was submitted and sat in their database for

over 2 years before we were contacted. It will be a wait and see and we could renovate that site before then, in which case If we are contacted I will then attempt to shift the proposal to another park to replace older equipment.

Tax Levy Ordinance & Public Hearing – I have prepared the Tax Levy Ordinance which needs to be passed and filed before the last Tuesday in December. If anyone has any questions I will answer them at the meeting. I am asking for the tentative ordinance to be approved for posting so we can schedule the public hearing and subsequent approval of the ordinance at the November Board Meeting.

Donation of Office Items – Ray Tippett from Mi-Jack in Markham donated several office items that he had in storage due to remodeling of their offices. We received several file cabinets and chairs that we will put to good use. Thank you to Pres. & Comm. Chmielak for facilitating this donation, and to Mr. Tippett for making it.

Tree Memorial – The resident purchased the tree from Alsip Nursery which I then picked up and our staff installed. We are taking care of the tree per the nursery's guidelines. The family held a brief ceremony and gathering on September 20th to place mulch around the tree and celebrate the life of the deceased.

Correspondence/Other

- I have spoken with my contact through the Chamber of Commerce, Bill Spies, who provided me with information on simple IRA's and government 457b retirement plans. I will have handouts at the meeting.