

Minutes of the December 1st, 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: Natasha Nutall, Karen Klotz, Jody Chmielak, Al Chmielak **Absent:** Ashley Gulli

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda No new action under Unfinished Business Item A: Long Term Planning Lists/A.D.A. Plan and Item B: Approval to Seek Bids for Office Project.

Approval of Minutes Comm. Chmielak moved to approve the minutes of the meeting of October 6th, 2015 as presented, seconded by Comm. Nutall. All present voted Aye, motion carried.

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

Discussion/Approval of Benefits Plans: Bill Spies with AXA Advisors reviewed the setup details of the 457 plan with the board and answered questions about setup costs, employer match, application to specific employees, and how to end the plan if it is not needed in the future.

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

- a) Tollway Authority: Director Whitcomb was instructed to obtain a price from Robinson Engineering on the legal description and survey plat for approval at the January meeting.
- b) Cook County E.A.V. Pledge of Allegiance was recited.
- c) Office Project*
- d) Meetings/Activities
- e) Maintenance Items
- f) Correspondence/Other: Director Whitcomb will use vacation on December 18th, 24th, 28th, 29th, & 30th.

Unfinished Business

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.

Grant Writer Report: Kevin Whitney discussed the budget stalemate in Springfield, along with the revision of our capital funds request from \$200,000 to \$350,000. He also stated that the proposed extension terms for his service agreement were acceptable. Comm. Chmielak moved to approve the Contract Extension Addendum with the Grant Writer as presented, seconded by Comm. Klotz. All present voted Aye, motion carried.

Discussion/Approval of Benefits Plans: Moved to earlier in the meeting.

New Business

Approval of Raise for Employee Ending Probationary Period: Comm. Chmielak moved to approve a raise from \$8.25 to \$9.25 an hour for Jeff Govensky beginning with the December 1st – December 15th pay period, seconded by Comm. Nutall. All present voted Aye, motion carried.

Discussion & Approval of Director's Employment Agreement: A lengthy discussion ensued on the content of the employment agreement. A consensus was reached to review and discuss at the January meeting. Director Whitcomb encouraged each board member to discuss any questions and concerns with him as they reviewed.

Request to Change January Board Meeting from January 5th to January 12th: No change made to meeting date.

Public Comments None.

Executive Session None needed.

Adjournment With no further business to discuss, Comm. Klotz moved to adjourn at 7:55pm, seconded by Comm. Nutall. All present voted Aye, motion carried.

Handwritten signature: Natasha Nutall 1-5-16

Report of the Director of Parks & Recreation January 5th, 2016 Board Meeting

Tollway – I have obtained a quotation from Robinson Engineering for the survey plat and legal description requested by the Tollway. I will be looking for approval tonight so we can proceed with this to facilitate the land acquisition.

Cook County E.A.V. – I have no new update on this item at this time.

Memorial Park Office Renovation Project – We have obtained the permit from M.W.R.D. We are required to start construction of the sewer line within one year of the issue date 12/8/2015, and finish within two years of the issue date. I will be seeking approval to proceed with bid preparations tonight. This is with the goal of being ready to proceed to bid advertisement as soon as the February meeting depending on when capital funds are received.

Meetings /Activities/2016 Event Calendar

- House Decorating Contest winners were 14330 Campbell, 3133 W. 145th Street, 14824 Troy, 14847 Troy, 14840 Albany, and 14721 Sacramento.
- On the suggestion of a resident, I am looking into the possibility of going through Metra for a Santa Train Trip next December. Midlothian and Tinley already do this and I am obtaining information on the process. We would be responsible for our own Santa and gifts as well as pre buying a ticket bloc for resale.
- I will be ordering the eggs shortly for the next Egg Hunt.
- I will be preparing a newsletter this month for a late January/early February release.

Maintenance Updates

- I relieved Joe for the winter on December 15th. Jeff will continue working approximately 20 hours per week through the winter and Joe will be recalled in the spring before I do summer hiring.
- Maintenance finished painting and did a large amount of repairing/reorganizing in the garage. This is an ongoing process throughout the winter and will be accompanied by an inventory. Among the items addressed was weather stripping on the garage doors. All movement in the garage is undertaken with an eye towards maximizing the use of all available space in the building.
- I was contacted by Paul Antonelli, who does our fence line and ballfield spraying. He offered a discount if we prepaid for spring spraying by February 1st. I will discuss with him the need to have someone present while he sprays as some areas took better than others last year. I am inclined to say yes to this due to the discount, but it needs to be a board vote as it will cause us to go over on a budget line item. We did spraying late spring/summer during the early part of this fiscal year which expended the majority of that line item in the budget. We can still afford to do it and I am recommending that we do so.

Correspondence/Other

- I have enclosed an amended proposed employment agreement. This is due to discoveries I made while securing new insurance plans for 2016 with regards to employer reimbursements for personal health insurance plans. This will also require an amendment to my current agreement if the new agreement is not approved at the January meeting.
- Per request I have tallied my use of vacation and sick days so far this contract year. The contract year runs from June 1st to May 31st. I utilized a personal day on July 6th and vacation days on December 18th, 24th, 28th, 29th & 30th.