

## Minutes of the March 1<sup>st</sup>, 2016 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 143<sup>rd</sup> & 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 no report under Item C: Grant Writer Report.

**Approval of Minutes** Comm. Chmielak moved to approve the minutes of the meeting of February 9<sup>th</sup>, 2016 as presented, seconded by Comm. Nutall. All voted Aye, motion carried.

**Approve Financial Report & Bills** Pres. Chmielak moved to approve the February financial report and payment of outstanding bills, seconded by Comm. Klotz. All 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\* - Discussion was held on the bidding process regarding Pres. Chmielak wanting to bid the sewer project portion first and the office project in a few months versus the previous board vote to bid both portions of the project at once. Pres. Chmielak expressed concern over possible cost overruns on the sewer making it necessary to modify an office renovation to just get the bathroom in. Director Whitcomb discussed the need to have a full financial picture going into the project and the need for the full office renovation to address proper building codes, and wanting to make sure this whole project is done the right way and in a financially sound way for the District.
- d) Meetings/Activities
- e) Maintenance Items
- f) FY 2016-17 Budget & Appropriation Ordinance #2016-1\*
- g) Memorandum of Understanding with Kevin Woods regarding youth athletics\* - Discussion ensued on minor grammatical corrections to the agreement and the emphasis that Mr. Woods would not be operating under the District from a legal liability standpoint.
- h) Possible Rental of Space @ St. Stanislaus School
- i) Correspondence/Other

### Unfinished Business

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

**Grant Writer Report:** None. Kevin Whitney was not present at the meeting.

**Discussion of Secretary/Treasurer Position:** Pres. Chmielak inquired if anyone had thoughts on his previously presented idea. Director Whitcomb commented that when his position was created, it assumed the work duties of those positions and that was accounted for in the salary. Director Whitcomb stated that he is not comfortable with a portion of his pay being subject to an appointment that he could be removed from at any time for any reason as that defeats the purpose of a contract. Pres. Chmielak again asked the board members to think it over.

**Discussion & Approval of Director's Employment Agreement:** The board reviewed the agreement as redrafted by Pres. Chmielak and concurred on the content. Director Whitcomb was asked if he had anything to discuss on the redrafted agreement. Director Whitcomb distributed his written counterpoints and reviewed them with the board. Director Whitcomb asked the board members to review his counterpoints further for the next meeting and to contact him with any questions.

### New Business

**Discussion & Approval of Director's Employment Agreement:** The board reviewed the agreement as redrafted by Pres. Chmielak and concurred on the content. Director Whitcomb was asked if he had anything to discuss on the redrafted agreement. Director Whitcomb distributed his written counterpoints and reviewed them with the board. Director Whitcomb asked the board members to review his counterpoints further for the next meeting and to contact him with any questions.

**New Business**

**Approval to Post Draft Budget Ordinance:** Comm. Chmielak moved to approve the draft Fiscal Year 2016-17 Budget & Appropriation Ordinance #2016-1 for posting for public inspection for at least 30 days and scheduling of a public hearing on the ordinance in conjunction with the April board meeting, seconded by Comm. Nutall. All voted Aye, motion carried.

**Approval of Memorandum of Understanding:** Comm. Chmielak moved to approve the Memorandum of Understanding with Kevin Woods regarding youth athletics with discussed corrections, seconded by Comm. Klotz. All voted Aye, motion carried.

**Public Comments:** Resident Thomas Whitcomb commented on the office and sewer project, stating that the full cost needs to be known prior to moving forward. Pres. Chmielak responded stating the need for a bathroom going forward for the employees and to enable the hosting of classes on site. Mr. Whitcomb stated that he has thought the whole project and running a sewer to this building was a bad idea to begin with, because at the end of the day this building was still built as a maintenance garage and putting a bathroom in here is not going to be a permanent solution to the District's program space issues. Pres. Chmielak discussed his desire to build across town, but that he was outvoted. He also referenced the previous attempt to purchase and renovate a house next to one of the parks that fell through under a previous board, and that this project was ultimately decided on for cost reasons versus the cost of building new. Mr. Whitcomb stated that this whole situation with this current building arose out of 30 years of mistakes on location and additions, so this project needs to be done correctly to avoid correcting a mistake with another mistake.

Director Whitcomb stated that he wants to clarify his stance. He wants to have a bathroom, but he does not want to have anything done that would put the financial position of the District at any risk, which is why he wants the full cost of all phases of the project before going forward with any of it.

**Executive Session None.**

**Adjournment** Comm. Chmielak moved, seconded by Comm. Nutall, to adjourn the meeting at 8:07pm. All voted Aye, motion carried.

 4-5-2016

## Report of the Director of Parks & Recreation March 1<sup>st</sup>, 2016 Board Meeting

**Tollway** – I have received word from representatives at the Tollway that the Village of Posen will be forwarding them a letter of concurrence with the land transfer. After receiving this notice I have contacted Robinson Engineering with acceptance of their proposal to discuss completion of the survey and legal description.

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

**Memorial Park Office Renovation Project** – Both the engineering firm and the architect have begun prepping the bid notices. I am going to attempt to make the timelines match up with both ends of the bidding. The timeline proposed by the architect has us out to bid by March 10<sup>th</sup>, having a pre bid meeting here on April 7<sup>th</sup> for contractors to site visit, and bids due by April 14<sup>th</sup> at 2:00pm with a bid opening at the office at that time. Robinson is proposing the same bidding schedule, with no pre bid meeting needed, with a bid opening at their Frankfort office on the same date and time. I am still discussing this matter with them and awaiting their ad.

### **Meetings /Activities/2016 Event Calendar**

- Egg Hunt – Saturday March 26<sup>th</sup> – 9:30am at Memorial Park
- Community Picnic/Armed Forces Day Celebration – Saturday May 21<sup>st</sup> – Time T.B.D. at Memorial Park
- Posen Park Fest Carnival – Thursday June 9<sup>th</sup> – Sunday June 12<sup>th</sup> at Commissioners Park (Awaiting Contract)
- Movies in the Park – Friday June 17<sup>th</sup>, Friday July 15<sup>th</sup>, Friday August 12<sup>th</sup> – 8:30pm at Memorial Park
- Spay Illinois Pet Well Clinic – Saturday July 9<sup>th</sup> – 10:00am-2:00pm at Memorial Park (Appointment Only)
- Kelly Miller Circus – Thursday September 1<sup>st</sup> – 4:30pm & 7:30pm at Memorial Park
- Community Resale – 2 Dates T.B.D. (Might try one at Commissioners Park and one at Memorial Park)
- The newsletter will be sent to print on March 1<sup>st</sup>. I held off in order to firm up dates for the circus and carnival, as well as to have the advertisement for the Egg Hunt go out closer to the date of.
- I am in need of additional help for the Egg Hunt I am also looking to get SWSRA to attend to do something along the lines of face painting, a game, and maybe assisting with an area and distribution of prizes.
- I had a meeting with a retired officer Mr. O'Connor who is the Director of the Security Officers Institute of Applied Science. They offered Concealed Carry classes through Prairie State and are looking for a new location.

**2016-17 Budget Ordinance** – I have enclosed the proposed ordinance for the upcoming fiscal year. The total amount of the year in operating budget remains unchanged from last year. I am looking for this draft to be approved for posting for public inspection and to schedule the public hearing to take place in April.

**Memorandum with Kevin Woods** – I have enclosed a draft memorandum for going forward with Kevin Woods regarding youth sports programming and camps. I have attempted to firmly define our relationship as separate organizations, with no financial commitments to each other. Please review as I am looking to get any modifications then talk to Mr. Woods for an organizational description and acceptance of terms on his end.

**Possible Rental of Space at St. Stanislaus School** – In my conversations with Mr. Woods, I have become aware that an opportunity exists to rent out a portion of the old school building rather than them requiring one single tenant for the whole place. This would be an ideal location to acquire operating space for office and programming large enough to accommodate the public for a variety of classes and events with functional bathroom facilities on site. I have spoken with Father Pius, and he showed me the space that was the school library. This space is large enough for any classes I could bring in, and has a secure office in the back that is of adequate size for me to operate. After a little discussion, he stated a price of \$600 per month for the space. I believe it to be a fair price for the amount of space along with the additional amenities the space would provide us, and a worthwhile expense to try and move the park district forward. I am looking to discuss this.

### **Maintenance Updates**

- No new issues. Jeff continues to put all the equipment in working order for the spring.

### **Correspondence/Other**