

Minutes of the July 18th, 2016 Meeting of the Posen Park District Board of Commissioners

Call to Order

Board President Jody Chmielak called the meeting to order at 6:30pm at the Park Office on 143rd & Campbell.

Roll Call

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda

There was nothing to report or act on under Unfinished Business items A (Long Term Planning/A.D.A. Plan) or B (Grant Writer Report). Item 9c under New Business was removed as the resident requesting placement on the agenda informed the Director that he would not be attending the meeting.

Approval of Minutes

Comm. Al Chmielak moved to approve the June 13th, 2016 meeting minutes, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Approve Financial Report & Bills

Comm. Al Chmielak moved to approve the June financial report and payment of outstanding bills, seconded by Comm. Natasha Nutall. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Director's Report Director T.J. Whitcomb gave his report (Attached) and answered questions on the items.

- a) **Tollway Authority*** - Their board meeting is on July 28th. We have been provided a final draft of the Intergovernmental Agreement to approve on our end. They will send a non-draft marked copy upon approval at their meeting for us to execute.
- b) **Cook County E.A.V.**
- c) **Office & Sewer Project*** - The contract books have been provided and will be executed tonight. Director Whitcomb will return the signed contract books and the inspection contract to Robinson Engineering, who will then work to set up the pre-construction meeting.
- d) **Meetings/Activities**
- e) **Maintenance Items**
- f) **Park Site #5*** - Discussion took place. Director T.J. Whitcomb provided several examples of equipment from different companies and explained the size and location limitations we must consider due to the water line running under the middle of the property, the power lines, and existing tree shade. Board members were asked to review potential playgrounds and come back with preferences at the next meeting so a vendor can be selected and the installation and accompanying landscape preparations can be priced accurately.
- g) **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. Certified letter was sent to the office indicated on his contract and signed for, although Kevin Whitney himself was not the signer. Director Whitcomb and Pres. Jody Chmielak will each continue to try and reach out to him individually.

Park Site #5 - Discussion & Possible Action: Previously discussed under Director's Report. No action taken.

Karen Klotz 9/19/16

Director's Goals & Objectives: Pres. Jody Chmielak stated that goals and objectives for the Director must be discussed and agreed to for this contract year. She asked all board members and Director Whitcomb to come up with a few ideas so a draft list can be created to work off of for next meeting.

New Business

Approval of Intergovernmental Agreement (Purchase & Transfer of Excess Toll Highway Authority Land for Park District Purposes): Comm. Al Chmielak moved to approve the Intergovernmental Agreement between the State of Illinois Toll Highway Authority and the Posen Park District, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Approval of Contract with Robinson Engineering: Comm. Natasha Nutall moved to approve the inspection services contract for the Memorial Park Sewer Project, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Resident Presentation by Tom Whitcomb re: Expansion of Memorial Park Playground, Sewer Construction Project:
Removed from Agenda due to notification by the resident.

Public Comments

None.

Executive Session

None needed.

Adjournment Comm. Karen Klotz moved, seconded by Comm. Al Chmielak, to adjourn the meeting at 7:18pm. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Report of the Director of Parks & Recreation July 18th, 2016 Board Meeting

Tollway – The Tollway has received the survey and the letter from the village. They are currently having an appraisal of the parcel and will notify me of the result when it is completed. Apparently we will have to pay the appraised value of the parcel, which was not what I was previously led to believe.

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

Memorial Park Sewer & Office Renovation Project – Contract books have been delivered by Robinson Engineering for execution. In addition, their inspection services contract for the project has been included in the packets and will need to be approved prior to proceeding with the sewer construction. After contracts are executed and returned to Robinson Engineering, a pre-construction meeting will be scheduled with the engineer and contractor. I have expressed my preference that the meeting be held here rather than at their office.

Meetings /Activities/2016 Event Calendar

- **Blue Cross Blue Shield Spruce Day & Community Picnic** – June 18th: Due to a low turnout, we were not able to complete all of the projects. The mulch was spread and flower beds were stained and planted and benches were stained. Maintenance has since constructed and planted additional flower beds, and has completed the surfacing of the pathways.
- **Movies in the Park** – Friday June 17th: Everything went well. We had an attendance of about 50-60 people who stayed through the entire movie.
- Friday July 15th, 8:30pm @ Commissioners Park, screening SpongeBob: Sponge out of Water
- Friday August 12th 8:30pm @ T.B.D., screening Zootopia
- **Spay Illinois Pet Well Clinic** – Saturday July 9th – 10:00am-2:00pm at Memorial Park (Appointment Only): This went extremely well. Even with 3 no-shows for appointments nearly 30 dogs were brought in for vaccinations. Still no cats in two years though. We will do another clinic this fall if they have a spot in their schedule. Otherwise, we will continue with the yearly clinic in July next year and try to schedule additional dates.
- **Kelly Miller Circus** – Thursday September 1st – 4:30pm & 7:30pm at Memorial Park. Tickets will go on sale about 3 weeks prior to show date.
- **Community Resale** – Did not receive enough registrations for the July 9th rescheduled date. I am trying one more time on August 20th. Two people who wanted to do July 9th have held spots for August 20th. I advertise a minimum of 5 spaces for this event to go. I would like to see this event go at least once this year.
- **Jump Rope Class** – I have discussed plans for the class with the instructor, Elena Verble. She intends to start holding the class in Commissioners' Park next to the Skate Park again shortly, and continuing there until it gets too cold/dark and then returning to the school gym assuming they agree to continue letting us use the space.

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Maintenance Updates – Maintenance continues to cut grass and address other projects as time permits, including the construction of planters around the park welcome signs and the Memorial Park playground. Part of the playground equipment at Zuziak Park was damaged (bridge). A report was made and the affected pieces were removed. The gaps for the bridge crossing have been secured to prevent falls and I will be looking into replacement activity panels for the gaps. I would also like to remind the board that this is our second oldest structure (installed in 1999) and is definitely showing the wear and tear of the years.

Park Site #5 Development – I have looked into a few other playground options, being careful to consider the space available and other aspects of the location (i.e. the water main running through the property). I have had one landscaping company out to walk the property and I have contacted another. There is one tree that needs

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to be removed and the opinion of the company I walked with is that we should leave the remaining trees in place for shade and give them a thorough trim and dead wooding. I will have a couple of options to present at the meeting.

The 4th Qt – Coach Kevin Woods provided his insurance information and is beginning to make use of the park. Morning conditioning on the basketball courts has been taking place one or two days a week (mostly overseas pros/college at the moment 4-5 participants). He is running basketball conditioning and drills out of St. Stanislaus gym most days during the week. He is also making breakfast and lunch available to the community and has reported that he is starting to receive some interest. He has advertised for a 3 on 3 basketball contest by age group and will be running that on Saturdays this month at Memorial Park. He and his coaches will be sponsoring winners in the McDonalds 3 on 3 contest in October. He continues to solicit community interest in multiple sports, and while the going has been slow, he is confident that by starting and continuing to have a presence in the parks in addition to the St. Stanislaus gym, that the interest will grow over time.

Correspondence/Other

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