

Minutes of the December 19th, 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

Also Present: TJ Whitcomb – Director of Parks & Recreation

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 Item A (Long Term Planning), Item B (Grant Writer Report), or Item C (Park Site #5 Development). Discussion on cancelling or moving the January meeting was added under the Director's Report.

Approval of Minutes

Comm. Al Chmielak moved to approve the November 21st, 2016 ^{meeting minutes} seconded by Comm. Natasha Nutall. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Approve Financial Report & Bills

Comm. Al Chmielak moved to approve the October financial report and payment of outstanding bills, seconded by Comm. Karen Klotz. 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
- b) Cook County E.A.V.
- c) Office & Sewer Project
- d) Meetings/Activities
- e) Maintenance Items
- f) Park Site #5 Development
- g) Travel Expense Control Resolution – Director Whitcomb explained that the creation of this policy is required via legislation enacted by the State of Illinois. We currently follow all of the procedures on reimbursement and travel for conferences and such as detailed in this policy and have for years, but it is now mandated to have these procedures formally enacted in writing.
- h) Correspondence/Other
 - Director Whitcomb explained that the January board meeting had been scheduled for the 4th Monday of the month when the meeting schedule was approved because the normal 3rd Monday was Martin Luther King Day. The current meeting date falls right after the IAPD Conference and there is nothing pressing on the agenda. After discussion, the board unanimously consented to cancelling the January board meeting.

Unfinished Business

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

Park Site #5: Nothing at this time.

New Business

Approval of Resolution 2016-1 (Travel Expense Control Resolution): Comm. Al Chmielak moved to approve Resolution 2016-1 A Resolution Establishing A Travel Reimbursement Policy In Accordance With The Local Government Travel Expense Control Act (Public Act 099-0604), as presented. Comm. Karen Klotz seconded the motion. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Public Comments

None.

Executive Session

None needed.

Adjournment

Comm. Natasha Nutall moved, seconded by Comm. Karen Klotz, to adjourn the meeting at 6:42pm. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Karen Klotz
2/20/2017

Report of the Director of Parks & Recreation December 19th, 2016 Board Meeting

Tollway – I made the exchange with the Tollway and received the paperwork for the Quit Claim Deed. All relevant documents have been given to Attorney Narko to proceed with recording the Quit Claim and pursuing the tax exemption on the parcel.

Cook County E.A.V. – I have no new update on this item at this time. I will begin looking into how to address the properties that are part of the village and not the park district after the New Year.

Memorial Park Sewer & Office Renovation Project – The first pay request from Airys was submitted through Robinson Engineering who has recommended payment. It is slightly more than half of the total contract and the breakdown shows it is largely if not entirely related to materials cost. I expect to receive a pay request through Robinson Engineering for the balance in the near future, once all required documentation (payrolls, etc.) are submitted to them by Airys.

Meetings /Activities

- **SWSRA** – The next SWSRA meeting is this Wednesday December 21st.
- **Holiday House Decoration Contest** – I will be going around this week looking at the houses and winners will have signs placed in their yards by December 22nd. A letter and the gift card will be mailed to them after the signs are placed.
- **IAPD Conference** – I will be at the conference Thursday January 19th through Saturday January 21st.

Maintenance Updates – Joe's last day until spring was December 15th. Jeff will be on throughout the winter doing maintenance on the equipment and indoor projects.

Park Site #5 Development – I will be posting a full proposal document in January and sending it out to various local companies to see who will submit a proposal for the installation. The equipment has arrived and was unloaded into the building. All but one item was present in the delivery and that set of brackets has since been shipped and arrived. Thank you to Al & Jody for helping myself, Jeff, and Joe with the truck unloading and checking process.

Travel Expense Control Resolution – Per the passage of Public Act 099-0604, beginning on January 1, 2017, all non-home rule units of government have to pass an ordinance or resolution regulating travel, meal, and lodging expenses for officers and employees as they relate to official business, training sessions, conferences, etc. I have enclosed a resolution to that effect that addresses all the specifics outlined in the Act. Most of this has already been practiced by us for several years, but now has to be in writing per state law.

Correspondence/Other

- I intend on using a vacation day on Monday January 23rd (The Monday after the IAPD Conference)