

**Minutes of the March 20<sup>th</sup>, 2017 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 143<sup>rd</sup> & Campbell.

**Roll Call**

**Commissioners Present:** Karen Klotz, Al Chmielak, Jody Chmielak      **Commissioners 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** None.

**Approval of Minutes**

Comm. Al Chmielak moved to approve the February 20, 2017 meeting minutes, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay and 1 Absent.

**Approve Financial Report & Bills**

Comm. Al Chmielak moved to approve the February financial report and payment of outstanding bills, seconded by Comm. Karen Klotz. Motion carried with 3 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) Cook County E.A.V.
  - b) Office & Sewer Project
  - c) Meetings/Activities
  - d) Maintenance Items
  - e) Park Site #5 Development
  - f) Potential Capital Projects & Purchasing Lists
  - g) Online Bills Payment
  - h) Correspondence/Other
- Director Whitcomb will be utilizing his remaining vacation days on March 31<sup>st</sup> and the following first week of April.

**Unfinished Business**

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

**Park Site #5:** 6 companies were contacted for quote requests. 5 have responded back with 4 quotes received and 1 pending. Selection of a vendor is on schedule for the April meeting.

**New Business**

**Approval of Fiscal Year 2017-18 Meeting Calendar:** Comm. Al Chmielak moved to approve the Fiscal Year 2017-18 Meeting Calendar, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay and 1 Absent.

**Approval of Budget & Appropriation Ordinance Posting & Hearing:** Comm. Karen Klotz moved to approve the public display of the Draft of Ordinance 2017-1 (Budget & Appropriation) and scheduling of a public hearing during the April 17, 2017 meeting, seconded by Comm. Al Chmielak. Motion carried with 3 votes Aye, 0 votes Nay and 1 Absent.

**Public Comments** None.

**Executive Session** None needed.

**Adjournment**

Comm. Al Chmielak moved, seconded by Comm. Karen Klotz, to adjourn the meeting at 6:45pm. Motion carried with 3 votes Aye, 0 votes Nay and 1 Absent.

*Karen Klotz 4/17/2017*

**Report of the Director of Parks & Recreation March 20<sup>th</sup>, 2017 Board Meeting**

**Cook County E.A.V.** – No new updates on this item.

**Office & Sewer Project** – I have spoken with Greg from Robinson Engineering and he is reaching out to Airys for the outstanding payroll items relating to the fencing and erosion control barrier subcontractors. I currently still retain possession of the final check to Airys while awaiting their response on this matter.

**Meetings /Activities**

- **SWSRA** – SWSRA meeting was Wednesday March 15<sup>th</sup>.
- **Egg Hunt** – Saturday April 15<sup>th</sup>, 9:30am, Memorial Park (Need volunteers as always. **Posen Park Fest 2017** – Thursday June 1<sup>st</sup> – Sunday June 4<sup>th</sup>, Commissioners' Park
- **2017 Circus** – Thursday September 7<sup>th</sup>, 4:30pm & 7:30pm, Memorial Park
- **Movies in the Park** – Friday June 23 /Monday June 26 & Friday August 18/Sunday August 20, Memorial Park

**Maintenance Updates** – Jeff continues with winter projects and creating storage in the garage. I will be bringing Joe back mid-April or beginning of May.

**Park Site #5 Development** – I sent inquiries to six companies about the playground installation. I have had follow up inquiries from four of them and expect to receive quotes from all of those four. We should be in line to select a quote at the April meeting.

**Potential Capital Projects & Purchasing Lists**

**Capital Projects**

- Fitness Equipment at one or more parks – *researching Exofit system*
- Walking trail at one or more parks
- Roof work on garage/office
- Replacement of Zuziak Park playground – *possible match grant through BCI Burke*
- Expansion of Skate Park – *In contact with representative from American Ramp Company*
- Ball fields
- Renovate concession stand
- Additional storage building for maintenance yard)

**Purchases**

- New desktop computer
- New printer – *tried to find our current printer new because we still have a lot of toner cartridges for this printer, but it is too old so buying the same model is cost prohibitive.*
- Movie screen/sound system setup
- Auger
- Lawnmowers – *Setting up a meeting with our new sales representative to get trade in quotes on the old mowers and test out/quote new mowers. If anyone wants to tag along on that visit please let me know so I can coordinate.*

**Online Bills Payment** – I have looked at our prior ordinances and will be bringing that as well as an updated list for proposed online bill payment for review at the meeting.

**Correspondence/Other**

- I have six remaining vacation days to utilize for this contract year. I am scheduling them for March 31<sup>st</sup> and April 3<sup>rd</sup> through the 7<sup>th</sup>.

 3/20/2017