

## Minutes of the May 15<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:** None.

**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 discuss under Item 9a, Long Term Planning/A.D.A. Plan. Item 9c, regarding the updated Bylaws ordinance was tabled.

### Approval of Minutes

Comm. Al Chmielak moved to approve the April 17, 2017 meeting minutes, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay and 0 Absent.

### Approve Financial Report & Bills

Comm. Karen Klotz moved to approve the April financial report and payment of outstanding bills, seconded by Comm. Al Chmielak. Motion carried with 3 votes Aye, 0 votes Nay and 0 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
  - Landscaping Quote\*
- f) Potential Capital Projects & Purchasing Lists
  - Lawnmower Quotes, Purchase Options, & Trial Rental\*
  - Playworld Order (ADA ramp, border timber stakes, ADA swing)\*
  - ExoFit Outdoor Fitness Equipment & Installation Quotes\*
- g) Online Bills Payment
  - Ordinance 2017-2 Bylaws Update Distributed at April meeting\*
- h) 4<sup>th</sup> Qt/Jem Baseball/Posen Baseball Club
- i) Fiscal Year 2016-2017 Audit
- j) Correspondence/Other
  - A donation for the Posen Park Fest was received from the owners of Guzzlers Ltd.

### Unfinished Business

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

**Park Site #5 Development:** Comm. Al Chmielak moved to approve the quote from Carlin Moran for landscaping services (grading, topsoil, hydroseeding) at Park Site 5 in the amount of \$2,950.00, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay, and 0 Absent.

**Ordinance 2017-2 (Bylaws Update):** Tabled until the next meeting.

**Board Vacancy:** Nothing at this time.

**New Business**

**Ordinance 2017-1 (Budget & Appropriations):** Comm. Al Chmielak moved to approve Ordinance # 2017-1 An Ordinance Adopting the Combined Annual Budget and Appropriation of Funds for the Posen Park District, Cook County, Illinois for the Fiscal Year Beginning on the First (1<sup>st</sup>) Day of May 2017 and Ending on the Thirtieth (30<sup>th</sup>) Day of April 2018 as presented, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay, and 0 Absent.

**Playworld Equipment Quote:** Comm. Karen Klotz moved to approve the quote from Reese Recreation Products for a Playworld ADA Ramp, ADA Swing, and Border Timber Stakes in the amount of \$2,637.20, seconded by Pres. Jody Chmielak. Motion carried with 3 votes Aye, 0 votes Nay, and 0 Absent.

**Fitness Equipment Purchase & Installation:** Comm. Al Chmielak moved to approve the purchase of outdoor fitness equipment as quoted by ExoFit and installation as quoted by GreenUp at a combined quoted expense of \$29,437.25, seconded by Comm. Karen Klotz. Motion carried with 3 votes Aye, 0 votes Nay, and 0 Absent.

**Lawnmower Purchase:** Comm. Karen Klotz moved to approve the new lawnmower purchase from Martin Implement at a not to exceed purchase total of \$15,000 after trade ins, with final option selection to take place after a trial rental, seconded by Pres. Jody Chmielak. Motion carried with 3 votes Aye, 0 votes Nay, and 0 Absent.

**Public Comments** None.

**Executive Session** None needed.

**Adjournment**

Comm. Karen Klotz moved, seconded by Comm. Al Chmielak, to adjourn the meeting at 7:08pm. Motion carried with 3 votes Aye, 0 votes Nay and 0 Absent.

*Karen Klotz 6-19-2017*

## **Report of the Director of Parks & Recreation May 15<sup>th</sup>, 2017 Board Meeting**

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

**Office & Sewer Project** – I have no new communication from Airys on the remaining paperwork. When it is received I have to reissue the check as we are over 60 days and one of the signers is no longer with the district.

### **Meetings /Activities**

- **SWSRA** – SWSRA meeting is Wednesday May 17<sup>th</sup>.
- **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 various projects and assisting with the grass cutting as needed. Rain has made keeping on track difficult but we have managed for the most part. The spraying of the fence lines, pathways, and infields is tentatively scheduled for the week of May 15<sup>th</sup>.

**Park Site #5 Development** – Custom Playgrounds Inc. completed the installation during the first week of May. I have obtained a quote from Carlin Moran for the needed landscaping work at the property and will be looking for approval at this meeting.

### **Potential Capital Projects & Purchasing Lists**

- **Lawnmower Replacement** – I have included pricing on multiple options for new mowers as well as trade in quotes. This will be discussed at the meeting and I will be looking for approval to proceed.
- **Playworld** – I have an order to be approved from Playworld for an ADA Ramp for Park Site 5, additional border timber stakes, and a new ADA swing for Memorial Park.
- **Outdoor Fitness Equipment** – I have included pricing on two options for outdoor fitness equipment to be installed at Commissioners' Park as well as an installation quote from Green Up for both options. The equipment is currently on a 25% off sale ending May 31<sup>st</sup>. I am seeking approval of these expenditures.

**Online Bills Payment** – I distributed Ordinance 2017-2, which is a bylaws update, at the last meeting. I am looking for any needed discussion to be had and for the board to approve the ordinance at this meeting.

**The 4thQt/Jem Baseball/Posen Baseball Club** – Coach Woods had all the coaches from Jem checked through Cook County and Jem provided an insurance certificate. They have been using our fields on a limited basis because of the rain.

**Fiscal Year 2016-2017 Audit** – I have begun gathering the particulars for the audit after speaking with John Williams of Hearne & Associates. This is the last year of our current engagement agreement and will be a full audit. I need some paperwork signed at this meeting to move forward in collecting particulars from the bank. My goal is to have the site visit completed next month or the beginning of July dependent on mutual scheduling.

### **Correspondence/Other**

- We received a donation of rubber chips from Green Up Landscaping from a job they performed in Riverdale. We had spoken previously at conference about our use of rubber chips as a playground safety surface and they expressed interest in giving them to us when they remove them from job sites as it saves them on disposal costs. These chips were dropped in our yard and subsequently added to the Memorial Park swing set area.