

Minutes of the June 19th, 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 143rd & 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.

Approval of May 15, 2017 Meeting Minutes

Comm. Al Chmielak moved to approve the May 15th, 2017 minutes, seconded by Comm. Karen Klotz. Motion carried 3 -0.

Approval of the May Financial Report & Payment of Bills

Comm. Karen Klotz moved to approve the May financial report and payment of bills, seconded by Comm. Al Chmielak. Motion carried 3 -0.

Director's Report (* = Action Item)

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
 - Playworld Order (ADA ramp, border timber stakes, ADA swing)
 - ExoFit Outdoor Fitness Equipment
- g) Online Bills Payment
 - Ordinance 2017-2 Bylaws Update Distributed at April meeting*
- h) Fiscal Year 2016-2017 Audit
- i) Prevailing Wage Ordinance*
- j) Correspondence/Other

Unfinished Business

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

Approval of Bylaws Ordinance: Comm. Al Chmielak moved to approve Ordinance # 2017-2 An Ordinance Establishing the Rules Governing the Conduct of Business for the Posen Park District, seconded by Comm. Karen Klotz. Motion carried 3 -0.

New Business

Approval of Prevailing Wage Ordinance: Comm. Karen Klotz moved to approve Ordinance # 2017-3 An Ordinance Establishing the Prevailing Wage Rate for the Posen Park District, seconded by Comm. Al Chmielak. Motion carried 3 -0.

Public Comments

None.

Executive Session

None needed.

Adjournment

Comm. Al Chmielak moved, seconded by Pres. Jody Chmielak, to adjourn the meeting at 6:58pm. Motion carried 3 -0.

Karen Klotz 7/17/2017

Report of the Director of Parks & Recreation June 19th, 2017 Board Meeting

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

Office & Sewer Project – I have received additional documentation from Airys and have been informed that this constitutes all paperwork in their possession. I have included their final payment in the bills list for this meeting.

Meetings /Activities

- **SWSRA** – SWSRA meeting is Wednesday June 21st.
- **Posen Park Fest 2017** – See attached report.
- **2017 Circus** – Thursday September 7th, 4:30pm & 7:30pm, Memorial Park
- **Movies in the Park** – Friday June 23 /Monday June 26 & Friday August 18/Sunday August 20, Memorial Park
- **Spay Illinois Pet Well Clinic** – Saturday July 8th at Memorial Park 10:00am – 2:00pm

Maintenance Updates

- The Kubota mower has a small hydraulic fluid leak in an undetermined location. It will have to be taken to Martin Implement once the new lawnmower arrives.

Park Site #5 Development – Carlin Moran completed the work at the site and I included their payment in the bills list for this meeting.

Potential Capital Projects & Purchasing Lists

- **Lawnmower Replacement** – I am awaiting the delivery of the new Kubota mower. It may be on schedule to arrive before the meeting. After the rental trial, it was determined to stick with the sit down mowers rather than going with stand behind mowers.
- **Playworld** – The order has arrived and the ramp and ADA swing were installed at their respective parks.
- **Outdoor Fitness Equipment** – We are currently awaiting delivery of this equipment. Once it is received we can schedule the installation with Green Up.

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

Fiscal Year 2016-2017 Audit – The letters to the bank and attorney have been forwarded to Hearne & Associates for distribution. I am in the process of gathering necessary documentation to prepare for scheduling a site visit.

Prevailing Wage Ordinance – I have included this year's Prevailing Wage Ordinance in the board packets. This is required by law to be passed by governmental bodies in Illinois each year at this time.

Correspondence/Other

- I have had several conversations with members of the new administration for the Village of Posen that I will update the board on at the meeting.
- I would like to dispose of a couple of unneeded items that are taking up storage space. We have not had any need for these items in several years. This would include the small John Deere mower, as well as the high top bar tables that are being stored in the east room. I will be making a list of other items as we come across them.
- The big Pepsi cooler in the concession stand is not working. I am not sure if it is repairable.

Posen Park Fest 2017 Revenue & Expense Report

Revenue

Sponsorships

Guzzlers	Silver Sponsor	\$100.00
A-1 Auto	Gold Sponsor	\$150.00
E&S Food & Liquor	Silver Sponsor	\$100.00

Total **\$350.00**

Booth Fees

6 Game Booths	\$100 each	\$600.00
1 Concession Stand	\$100 each	\$100.00

Total **\$700.00**

Gate Receipts

Thursday 6/1	\$7,634.00 @ 25%	\$1,908.51
Friday 6/2	\$10,232.50 @ 25%	\$2,558.125
Saturday 6/3	\$13,997.42 @ 25%	\$3,499.355
Sunday 6/4	\$12,933.63 @ 25%	\$3,233.4075

Total **\$44,797.59 @ 25%** **\$11,199.40**

Total Revenue **\$12,249.40**

Expenses

Republic Services	Dumpster (Donated)	\$0.00
Service Sanitation	Restrooms	\$731.00
Security (2 officers)	56 total hours @ \$27	\$1,512.00

Total Expenses **\$2,243.00**

Net Profit/Loss: \$10,006.40