

Minutes of the August 28th, 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 8a, Long Term Planning/A.D.A. Plan.

Approval of July 17th, 2017 Meeting Minutes

Comm. Al Chmielak moved to approve the July 17th, 2017 minutes, seconded by Comm. Karen Klotz. Motion carried 3 -0.

Approval of the June Financial Report & Payment of Bills

Comm. Al Chmielak moved to approve the July financial report and payment of bills, seconded by Pres. Jody 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) Maintenance Items
- c) Potential Capital Projects & Purchasing Lists
 - Exofit Outdoor Fitness Equipment
 - Roof Repairs & Replacement (Office & Concession Stand)
 - Zuziak Park Playground
- d) Progress on Fiscal Year 2016-2017 Audit
- e) Meetings/Activities
 - Completed Events (Movie in the Park)
 - Upcoming Events (Resale, Circus)
 - New Ideas
 - SWSRA
- f) Discuss Equipment Rental Policy
- g) Correspondence/Other – Director Whitcomb introduced Mayor Frank Podbielniak to elaborate on the request to extend the life of TIF District 1, currently set to expire in 2018, for 12 years. After discussion, the Board agreed to the extension. Director Whitcomb will draft a letter for President Chmielak to sign in support of the extension.

Unfinished Business

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

Board Vacancy: After discussion, the board agreed to approve the appointment of Emily Robertson to fill one of the vacant board seats at the next meeting.

New Business

Consideration/Approval of Roofing Quotes – No approval needed at this time as more quotes need to be gathered.

Public Comments

None.

Executive Session

None needed.

Adjournment

Comm. Al Chmielak moved, seconded by Comm. Karen Klotz, to adjourn the meeting at 7:03pm. Motion carried 3 -0.

Approved 9-25-2017

Report of the Director of Parks & Recreation August 28th, 2017 Board Meeting

Cook County E.A.V. – Nothing to report at this time.

Maintenance Items

- The Kubota mower has been repaired and is back in our garage.
- Jeff has been taking some time for overgrowth removal on the baseball infields. He will proceed to the other fields as time permits.

Potential Capital Projects & Purchasing Lists

- **Outdoor Fitness Equipment** – Still waiting on installation. Currently still on track for mid-September.
- **Roof Repairs & Replacement** – I have contacted several roofing companies, three of which came out and did assessments on the roofs. I am seeking more proposals and will discuss at the meeting.
- **Zuziak Park Playground** – I have received two proposals for a playground replacement at Zuziak Park. I will present the quotations and the display boards at the meeting.

Fiscal Year 2016-2017 Audit – I have continually engaged with the auditor via phone providing clarifications and additional needed documentation. We have not scheduled a site visit yet as they are trying to complete as much work off site as possible to keep our site visit day shorter rather than an all day affair.

Meetings /Activities

• Completed Events

- Movie in the Park – August 18th

• Upcoming Events

- Resale – September 23rd
- Circus – September 7th

- **New Ideas** – I am looking for suggestions for new event/program ideas to explore.
- **SWSRA** – The SWSRA meeting was Wednesday August 16th. It is still pending a board vote, but Hickory Hills is set to join SWSRA beginning January 1st and efforts are continually underway to recruit other member districts. Discussions on raising member agency contribution rates have been tabled.

Discuss Equipment Rental Policy – I would like to ask the board if I should develop an equipment rental policy in order to monetize some of our equipment (i.e. folding tables, chairs, etc.) I would also include an updating and formalization of our rental policies for the pavilions in the drafting of this policy. Currently picnic permit regulations are mainly outlined on the permit form itself rather than in an ordinance or policy.

Correspondence/Other