

Minutes of the February 20th, 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

Present: Ashley Gulli, Karen Klotz, Al Chmielak, Jody Chmielak **Absent:**

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 December 19th, 2016 meeting minutes with one minor correction, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay.

Approve Financial Report & Bills

Comm. Ashley Gulli moved to approve the December and January financial reports and payment of outstanding bills, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay.

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) IAPD Conference Summary
- g) Fiscal Year 2017-18 Preliminary Budget & Potential Capital Projects & Purchasing Lists
- h) Vacancy on the Board & Office of Treasurer
- i) Bank Account Signature Changes
- j) Online Bills Payment
- k) Fiscal Year 2017-18 Meeting Calendar
- l) Correspondence/Other
 - Director Whitcomb will be utilizing a vacation day on March 10th.

Unfinished Business

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

Park Site #5: Nothing at this time.

New Business None.

Public Comments None.

Executive Session None needed.

Adjournment

Comm. Karen Klotz moved, seconded by Comm. Al Chmielak, to adjourn the meeting at 7:23pm. Motion carried with 4 votes Aye, 0 votes Nay.

Karen Klotz 3/20/2017

Report of the Director of Parks & Recreation February 20th, 2017 Board Meeting

Cook County E.A.V. – I have reached out to Cook County via email to ask which department would best be able to help me on this item. I have also requested the street indexes for the village, park district, and library district to see if they can help me make any determinations.

Office & Sewer Project – The final pay requests from Airys have been submitted and approved for payment by Robinson Engineering. I am still concerned with the state of the certified payrolls and believe there may be some documentation missing. I am including the check in the bills list, but intend to hold the payment until the outstanding issues with the certified payrolls are resolved to my satisfaction. I am doing this to make sure the records are fully accurate in case this project is ever looked at by the Department of Labor and some of the certified payrolls and other items list the Village of Posen instead of the Posen Park District despite my repeated reminders that we are not the same entity. Additionally I do not have certified payrolls from the fencing company and the company that installed the silt fence.

Meetings /Activities

- **SWSRA** – The next SWSRA meeting is this Wednesday February 22nd.
- **Egg Hunt** – Saturday April 15th, 9:30am, Memorial Park (Need volunteers as always. Will ask SWSRA to attend again with face painting.)
- **Posen Park Fest 2017** – Thursday June 1st – Sunday June 4th, Commissioners' Park (Currently reviewing contract, will send off after any needed corrections are made.)
- **2017 Circus** – Thursday September 7th, 4:30pm & 7:30pm, Memorial Park (Need to send off contract after this meeting.)
- **Movies in the Park** – Friday June 23 /Monday June 26 & Friday August 18/Sunday August 20, Memorial Park (Awaiting Contract.)

Maintenance Updates – Jeff continues with winter projects including servicing the equipment, cleaning up the parks on warmer days, and an ongoing mission to create as much storage space and organization in the garage as possible.

One of the Grasshoppers will be taken in to Martin Implement for servicing in the near future. There is a gasket leak that is causing oil to leak from the engine and it is beyond our capabilities to address.

On January 16th (Martin Luther King Jr. Day), there was an accident on 147th Street involving two big rigs, one of which ended up crashing into the northeast portion of the Commissioners' Park fence on 147th Street. There were no injuries and I have obtained the incident report. I have left a message with the phone number I found for the company. I have not heard back to date and I managed to get ahold of the driver on 2/17 and had a conversation with him. I will report further at the meeting.

Park Site #5 Development – I spoke with the installers at Green Up at the IAPD Conference and they are interested in bidding on the project. I intend to release RFP's for the installation by the end of next week with the hope that we get multiple quotes and that we can pick an installer by the April meeting at the latest, preferably by the March meeting if we get a good early response.

IAPD Conference Summary – I was able to attend a number of excellent classes and make connections with vendors in the exhibit hall. I will have a table set up with the literature I brought back. Two specific vendors I was encouraged by was a playground vendor that I spoke with about liquidation sales of playgrounds at significant

savings, which could be of great aid in our next purchase. The second was a vendor of fitness equipment that could be purchased for much cheaper than other vendors I have met with in the past and could be our solution to offering fitness equipment at one or more parks, albeit in a concentrated area rather than as trail stations.

Classes Attended

- Legal/Legislative Part 1 (Update on legal cases from the past year that have potential applications to us.)
- Turmoil to Stability (An interesting recap of the financial and legal situation Plainfield Park District faced over the past few years and how they recovered.)
- Hot Topics in Labor & Employment Litigation for 2017 (Lots about the A.C.A. and the Wage Updates)
- Property Brothers: Park Edition (Ins and outs of land purchase, sale, and lease of park district property.)
- Director & Commissioner Relationships: Can Farmers & Cowboys Be Friends
- Park Wars – The Never Ending Saga (How to deal with difficult clients, controversial projects, differences of opinion, etc.)
- Referendums: Dealing With Public Questions (How a referendum is filed, do's and don'ts of campaigning.)
- How to Conduct a State & FBI Criminal Background Check (Mostly became a plug for their company.)

17-18 Preliminary Budget/Capital Projects/Purchasing – I will be presenting preliminary budget figures at the meeting. The timeline for the approval of the Budget & Appropriations Ordinance is for the draft ordinance to be approved at the March meeting, a public hearing at the April meeting, and final ordinance approval at the May meeting.

I would also like the board to consider and be aware of potential capital projects and purchases for this year and over the next couple of years. I would like to develop a plan in terms of what order to address these so I can research pricing, set aside money in this and future budgets, and plan for additional fundraising and grant opportunities as they arise.

Capital Projects

- Fitness Equipment at one or more parks (resident requested)
- Walking trail at one or more parks (resident requested)
- Roof work on garage/office
- Replacement of Zuziak Park playground
- Expansion of Skate Park (resident requested)
- Ball fields (repair/remove/replace)
- Renovate concession stand
- Additional storage building for maintenance yard (shed/garage/carport kit)

Purchases

- New desktop computer (current computer 6 + years old)
- New printer (plan to purchase out of budgeted funds in FY 17-18. Also planning to meet with representative from Proven Business Systems to determine if a copier lease for in house newsletter printing is viable versus simply requoting an outside vendor.)
- Movie screen/sound system setup (If adequately priced and easy enough to run, will consider this option versus continuing with MOO-V-Night vendor beyond this year.)
- Auger (Available at Menards, will aid greatly in post hole digging & future tree/shrub planting)

- **Lawnmowers** (I would like to update our fleet of lawnmowers. As they age maintenance is becoming more and more costly and I would like to move towards a different mower model offered through Martin Implement which is a stand up mower by SCAG. Replacing our current fleet with two of these would optimize our time with 2 mowers fitting on the same trailer, and us only having to worry about replacement parts for one type of mower instead of the 3 different types we currently have. Each of our mowers is very old and in or past the replacement window (newest mower was purchased in 2008, Kubota was acquired in 2010 but had been used previously for 3 or 4 years by Bremen Township.)

Vacancy Board/Treasurer – With Commissioner Nutall’s resignation, there is a vacancy on the board and a replacement can be named until the term expires in 2019. This will need to be discussed now or in the near future. As for the Treasurer position, we are almost at our annual meeting in May where officer elections and appointments are made. I am currently the Assistant Treasurer, authorized by statute to act in the stead of the Treasurer, and bonded as such, so there is no immediate need to name a replacement Treasurer prior to that point. Furthermore, since I am already bonded year to year and checks require double signature verification, I am suggesting that the board name me as Treasurer going forward, which will save the budgetary costs of purchasing a second surety bond.

Bank Account Signature Changes – With Commissioner Nutall’s resignation, the signature card at the bank needs to be updated with at least a 3rd signer. I am requesting that Commissioner Klotz and myself be added as signers. This will ensure that there are always two signers available for check signing, and that I will be able to perform day to day banking tasks without any logistical hindrances.

Online Bills Payment – I am requesting that the board consider allowing electronic payment of the more routine and contracted bills. This will aid in prompt payment, cut down on the usage of checks, printer ink, and stamps, and help with a transition to a more efficient, paperless office.

Fiscal Year 2017-18 Meeting Calendar – I have included a preliminary meeting calendar for next fiscal year. If continuing on the 3rd Monday is acceptable, I would ask for this to be placed on next month’s agenda.

Correspondence/Other

TJ Winters 2/20/2017