

Minutes of the February 9th, 2016 Meeting of the Posen Park District Board of Commissioners

Call to Order Pres. Chmielak called the meeting to order at 6:30pm at the Park Office on 143rd & Campbell.

Roll Call Present: Natasha Nutall, Ashley Gulli, Karen Klotz, Jody Chmielak, Al Chmielak **Absent:** None

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda No new action under Unfinished Business Item A: Long Term Planning Lists/A.D.A. Plan and no report under Item C: Grant Writer Report.

Approval of Minutes Comm. Chmielak moved to approve the minutes of the meeting of January 5th, 2016 as presented, seconded by Comm. Gulli. All voted Aye, motion carried.

Approve Financial Report & Bills Pres. Chmielak inquired about the amounts received in taxes in each budget and tax year shown on the report prepared by the Director and the numbers listed in the audit. Director Whitcomb explained that the numbers in the audit separate items out by funds on different pages of the audit, current versus late prior year receipts, and that the figures he presented show the exact dollar amount that was deposited by the Cook County Treasurer's office into our bank accounts during each fiscal year. Comm. Gulli moved to approve the January financial report and payment of outstanding bills, seconded by Comm. Nutall. All voted Aye, motion carried.

Director's Report Director Whitcomb gave his report (Attached) and answered questions on the items.

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| a) Tollway Authority | d) Meetings/Activities |
| b) Cook County E.A.V. | e) Maintenance Items |
| c) Office Project* | f) Correspondence/Other |

Unfinished Business

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

Approval to Seek Bids for Office Renovation/Sewer Project: Comm. Gulli moved, seconded by Comm. Nutall, to proceed to advertise for bids for the office renovation and sewer project. All voted Aye, motion carried.

Approval of Contract Price Adjustment: Comm. Chmielak moved, seconded by Comm. Gulli, to approve a contract price adjustment for Robinson Engineering from \$11,000 to \$12,750 for the sewer project due to unanticipated additional expenses. All voted Aye, motion carried.

Approval of Quote for Survey Plat & Legal Description: Comm. Chmielak moved, seconded by Comm. Gulli, to approve the quote from Robinson Engineering for preparation of a survey plat and legal description for the Tollway parcel adjacent to Therapeutic Park in the amount of \$1,500.00. All voted Aye, motion carried.

Approval of Fence Line & Infield Spray Quotation: Comm. Nutall moved, seconded by Comm. Gulli to approve the expense of \$2,050 for the vegetation control spraying at all parks. All voted Aye, motion carried.

Grant Writer Report: None. Kevin Whitney was not present at the meeting.

Discussion of Secretary/Treasurer Position: Pres. Chmielak brought forth an idea to utilize the appointed position of Secretary/Treasurer to provide supplementary payment to the Director other than what would be provided for in his contract and told the rest of the board to think about the idea.

Discussion & Approval of Director's Employment Agreement: The proposed agreement was reviewed page by page and a lengthy discussion ensued on the language and proposed revisions. Pres. Chmielak will incorporate the agreed upon amendments and distribute to the board in advance of the next board meeting for review, after which discussion with the Director will commence.

New Business None.

Public Comments Resident Thomas Whitcomb commented that the board members need to examine the math on the financial numbers presented by Pres. Chmielak about the Director's proposed contract because he can already tell they are way off just hearing them. Pres. Chmielak responded that he encourages everyone to look

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at the numbers and see if he made a mistake in calculating. Mr. Whitcomb commented that this meeting and discussion seemed to largely go well compared to what occurred at the previous meeting. Pres. Chmielak responded that Mr. Whitcomb did not know how the last meeting went because he was not there, to which Mr. Whitcomb responded he knows from hearing about it exactly how it went. Mr. Whitcomb also stated to Pres. Chmielak that just because he does not understand the language in some sections of the contract proposal, does not mean that it is written incorrectly.

Executive Session None.

Adjournment Comm. Chmielak moved, seconded by Comm. Klotz, to adjourn the meeting at 8:20pm. All voted Aye, motion carried.

Report of the Director of Parks & Recreation February 2nd, 2016 Board Meeting

Tollway – I am seeking board approval of the quote from Robinson Engineering to do the plat and legal description for the parcel adjacent to Therapeutic Park. I have also reached out to Mayor Schupek via phone and dropped off a letter and plat document outlining the situation we are faced with and asking the village to consent to the land exchange. I await his response on the matter.

Cook County E.A.V. – I have no new update on this item at this time.

Memorial Park Office Renovation Project – I have reached out to Harry Gilmore of Robinson Engineering regarding the bidding process and will be speaking with Jeffrey Braun from Cody Braun Architects at conference regarding the same. Robinson Engineering has presented me with a request to modify the contract as they incurred additional costs due to the unanticipated lengthy process and back and forth obtaining the MWRD permit. They ask for the total contract value to be increased from \$11,000 to \$12,750. I have attached the email correspondence on these matters and I will have a recommendation on how to proceed at the meeting.

Meetings /Activities/2016 Event Calendar

- I have several events scheduled and I am in the process of working on firm dates for the carnival and other events. (Egg Hunt: March 26th, Movies in the Park: June 17th, July 15th, August 12th, Pet Well Clinic: July 9th)
- I attended the SWSRA meeting. I did not win the grand raffle this year but SWSRA did manage to raise over \$3,000 by doing this. I will look into the process for doing something similar. I will be chairing a Finance Committee meeting on February 12th and attending the board meeting February 19th
- I will be at conference January 28th-30th. I will talk about some of the classes at the meeting.
- I attended a Link & Leverage Forum on Green Practices at Moraine Valley C.C. on January 21st. I picked up literature from exhibitors after the session. It was a nice exchange of ideas and I look forward to attending additional forums and sitting in a different sub topic group next time.
- I will be preparing and sending out a newsletter next week so it hits mailboxes by mid-February.
- I have been approached by Kevin Woods. He is a coach at Malcolm X College and is the Illinois Area Director for YBOA (Youth Basketball of America). He is working with the Cook County Sheriff's Department on sports programming in the area. He is setting up shop at St. Stanislaus and is being granted use of the gym and getting some office space there. He would like to get the district involved and I will talk further at the meeting.

Maintenance Updates

- Jeff continues with routine maintenance and organization and we are compiling a parts list for the mowers to order and get them in shape for the spring.

Correspondence/Other

- I have completed and filed the exempt affidavit for our exemptions with the Cook County Assessor's Office.
- I received the 5 year paperwork from DNR regarding Therapeutic Park. I will complete and return this. Every 5 years we must verify certain information as it was improved for perpetual recreation usage as part of a grant.