

Minutes of the June 17, 2014 Meeting of the Posen Park District Board of Commissioners

Call to Order Pres. Chmielak called the meeting to order at 7:00pm.

Roll Call Present: Jody Chmielak, Ashley Gulli, Al Chmielak **Absent:** Karen Gilbert, Mark Murphy

Pledge of Allegiance The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda Harry Gilmore of Robinson Engineering was invited to present the plans for the sewer service to the building. Mr. Gilmore presented the plans, stating a cost of ±\$60,000 for the alignment to the main building. An additional sanitary sewer extension to the concession stand would \$15,000 to \$17,000 as the "cost per foot" for this extension is higher than the main building because each needs an "inspection" manhole at the building which is required by MWRDGC. Mr. Gilmore discussed that the next step would be talking to an architect to get an assessment of the building and the feasibility/cost for renovations. Once the architect has his work mostly done, we would be in a position to submit for permits and prepare bid documents. The current design fee covers this, but layout and any inspection would be extra work. A potential water service line replacement to the building was also discussed, which could be a 2-inch copper service at a cost of as much as \$10,000.00. The architect should give recommendations on size based on the anticipated loading and distance from the main junction box near the street.

Approve Minutes of May 15, 2014 Comm. Chmielak moved to approve the minutes of May 15, 2014 with Executive Session to remain sealed, seconded by Comm. Gulli. All present voted Aye. Motion carried.

Approve May Financial Report & Bills Comm. Gulli moved to approve the May financial report and payment of bills, seconded by Comm. Chmielak. All present voted Aye. Motion carried.

Director's Report Director Whitcomb gave his report (Attached) and answered questions on the items. He thanked Pres. Chmielak for teaching the workers how to change mower blades and operate the tractor.

Unfinished Business

Long Term Planning

ADA Transition Plan: No new discussion.

Parking Lot Expansion Research: After a request by the Director for clarification, the Board stated to seek repair quotes and permission from ComEd to repair the existing lot only at this time.

Fence Plans/Research: Director Whitcomb discussed his plan to make repairs to the existing fences and replace chain link as needed, and then paint the fences a dark green for aesthetics rather than remove them which would be an insurance and safety concern. The Board stated to proceed with repairs and to then solicit quotes from firms to paint the fencing.

Asset Identification: Pres. Chmielak explained that property identification had been brought up to him by Comm. Gilbert, and she had mentioned numerical tagging. Discussion ensued in which Director Whitcomb stated that an etching tool could be used to mark small hand tools, and our other property had either been tagged with the District name written on it, or by a logo sticker. He does not believe numerical tagging to be necessary as current identification methods are sufficient. The Board concurred with his assessment.

President's Long Term List: Pres. Chmielak circulated a list he had developed when he first became a board member of needed improvements and repairs within the parks. He stated that this list used to be longer but a lot has been addressed and this has served as a to do list for maintenance when not engaged in another task.

New Business

Approve Prevailing Wage Ordinance: Pres. Chmielak moved, seconded by Comm. Gulli, to approve Ordinance 2014-2 (Prevailing Wage Ordinance) as presented. All present voted Aye. Motion carried.

Public Comments There were none.

Executive Session

Director Whitcomb stated that he was waiving his right to Executive Session to discuss and finalize his goals.

Discuss and Finalize Director's Year 2 Goals: Director Whitcomb reviewed the goals and objectives he had developed for his 2nd contract year with the board. There were no questions. Pres. Chmielak moved, seconded by Comm. Gulli to approve the Director's Year 2 Goals as presented. All present voted Aye, motion carried.

Adjournment Comm. Chmielak moved to adjourn at 7:57pm, seconded by Comm. Gulli. All voted Aye. Motion carried.

*Jody Chmielak
10/21/14*

Report of the Director of Parks & Recreation June 17, 2014 Board Meeting

Com Ed Lease – The areas we had issues with in the lease were resolved satisfactorily with ComEd. We are leasing a total of approximately 62,700 square feet through May 31, 2024. We have received a fully executed lease from them and it is on file. This project is now closed.

ITHA/Therapeutic Park – I was able to make contact with another individual with Knight who gave me contact information for a person at the Tollway. After speaking with Lanyea Collier and explaining our situation, she forwarded my information and request to representatives of the Tollway's R.O.W. department who will be contacting me with next steps.

Memorial Park Sewers – Robinson Engineering forwarded me the completed plan drawings which I included in the board packets. I have asked them to come present and explain the drawings, process, and costs so a decision can be made on proceeding.

Basketball Courts – The courts have been completely finished and community reception has been positive. This project is now closed.

Outside Meeting Attendance –

- SWSRA meeting on 5/21/14.

Classes & Events

- Jump Rope Aerobics will be moved to either Commissioners' Park or over by the office due to the basketball courts now being heavily used.
- The Senior Brain Health Workshops concluded on June 12th.
- Both June Extension classes (Welcome to the Real World and Junk Drawer Robotics) have been cancelled due to not reaching minimum enrollment. I am working with Marilu Andon from Extension on a new class schedule which will focus on one day classes rather than multi week commitments and holding them here rather than booking the Community Center and then having to cancel.
- The Canaryville Outlaws semipro football team has rented our main field for their 2014 home games. The first game was scheduled for 6/14. There are 3 additional regular season games currently scheduled on 6/21, 7/21, & 8/16.
- **Memorial Day Picnic** – This event went smoothly with an attendance of about 60 over the course of the event. Many people stayed and utilized our playground and basketball facilities after eating. Our total expenses for the picnic were under \$150, and would have been lower if I hadn't had to exchange both empty propane tanks for the grill.
- **Community Resale** – This event was scheduled for June 14th but was cancelled due to a combination of no registrations and wet field conditions. As with last year, I will reschedule this event to the beginning of August.

Park Site 5 – I have been informed by our Attorney that Peter Murphy plans to submit the intergovernmental agreement to the village board for approval at their June 24th meeting. Hopefully this does occur and we can proceed with the exchange after that point.

G.L.R.I. Grant Application – We will not be receiving this grant. An emerald ash borer compliance agreement was submitted to the Dept. of Agriculture as required by the terms of the grant paperwork, and it was not

executed and returned to us prior to the grant deadline. Therefore, I was not able to complete the grant application and the required arborist review. There may be additional opportunities in the future which I will apply for as they arise.

Prevailing Wage Ordinance –The Prevailing Wage Ordinance must be passed yearly in June in accordance with state law. It essentially states that as a public entity, contractors engaged in public works contracts with us must pay Cook County prevailing wage to their workers. Copies were included in the board packets.

Audit of Fiscal Year 2013/14 – The auditors visited the office on Monday June 9th for field work. By having as many of our documents as we do on our website, along with submitting them a copy of our ledger and trial balance for the year beforehand, they were able to complete much of the work offsite. They will inform me when they have finished or if they need further information. Each Commissioner from the last fiscal year (excepting Comm. Gulli) as well as myself will need to complete a form letter questionnaire.. Please promptly complete and return them either to myself or to the auditor directly via the methods listed on the letter.

Correspondence

- We received a Freedom of Information Act request from Karen Gilbert for the meeting recordings for 14 different board meetings since March 2013. This request has been filled.