

Minutes of the March 19<sup>th</sup>, 2018 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 Posen Park District Office at Memorial Park on 143<sup>rd</sup> Street & Campbell Avenue in Posen, Illinois.

**Roll Call**

Jody Chmielak	Commissioner/Board President	<b>PRESENT</b>
Al Chmielak	Commissioner/Board Vice President	<b>PRESENT</b>
Karen Klotz	Commissioner/Board Secretary	<b>PRESENT</b>
Emily Robertson	Commissioner	<b>PRESENT</b>
Terrence (TJ) Whitcomb	Director of Parks & Recreation	<b>PRESENT</b>

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Additions or Revisions to the Agenda**

None.

**Approval of Meeting Minutes**

Commissioner Karen Klotz moved to approve the January 22<sup>nd</sup>, 2018 Meeting Minutes, seconded by Commissioner Emily Robertson. Motion carried 4 votes Aye to 0 votes Nay.

**Approval of the January & February Financial Reports & Payment of Bills**

Commissioner Karen Klotz moved to approve the January & February financial reports and payment of bills, seconded by Commissioner Al Chmielak. Motion carried 4 votes Aye to 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) Maintenance Items
- c) Potential Capital Projects & Purchasing Lists
- d) Meetings/Activities
- e) 2018-2019 Budget Draft Presentation at February Meeting
- f) ADA Plan Review
- g) New Audit & Financial Reporting Agreement with Hearne & Associates
- h) Indoor/Outdoor Movie Projection Setup from Backyard Theater Systems
- i) Correspondence/Other

**Unfinished Business**

**Long Term Planning Lists/A.D.A. Plan:** The ADA plan was reviewed and several items were marked as completed or removed because the item in question was removed from the grounds and no longer relevant. Discussion took place about working with the village to complete the sidewalk and a street ADA access at Park Site 5 on Albany, addressing the entrance to Memorial Park during the village's sidewalk access project once they receive

the block grant funding from the county, and creation of universal parking spaces at Memorial Park near the building and off of the ComEd leased parking lot.

**Board Vacancy:** We do not have a candidate to consider for at this meeting. This item remains ongoing.

**Roof Repair/Replacement Quotes:** There are no quotes up for consideration. This item remains ongoing.

**New Business**

**Approval of Audit/Financial Reporting Services Agreements:** Commissioner Al Chmielak moved to approve the Agreements with Hearne & Associates for auditing and financial reporting services for the fiscal years ending April 30, 2018-2020 (Compilation reports in 2018 & 2019 and a full audit in 2020 for a combined cost of \$13,500 plus incidental fees), seconded by Commissioner Emily Robertson. Motion carried 4 votes Aye to 0 votes Nay.

**Approval of Security Door Installations:** Commissioner Al Chmielak moved to approve the quotes from Goldy Locks for Security Door installations at the park district garage (Cost not to exceed \$12,305.96), seconded by Commissioner Karen Klotz. Motion carried 4 votes Aye to 0 votes Nay.

**Approval of Movie Projection Setup Purchase:** Commissioner Karen Klotz moved to approve the purchase of an Indoor/Outdoor Movie Projection Setup from Backyard theater systems (Cost of \$3,699.00), seconded by Commissioner Emily Robertson. Motion carried 4 votes Aye to 0 votes Nay.

**Public Comments**

None.

**Executive Session**

None needed.

**Adjournment**

Commissioner Karen Klotz moved to adjourn the meeting at 7:31pm, seconded by Commissioner Emily Robertson. Motion carried 4 votes Aye to 0 votes Nay.

4-16-2018

## Report of the Director of Parks & Recreation March February 19<sup>th</sup>, 2018 Board Meeting

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

### **Maintenance Items**

- Loss Control Specialist from IPARKS delivered our \$500 IGrant award for calendar year 2017. I submitted expenses for engineered wood fiber and certification of our fire extinguishers for this grant reimbursement.
- IPARKS has recognized us as one of the inaugural members of its Exemplary Member Program due to our favorable claim history. We will receive a credit on our renewal invoice as well as a 3 year rate guarantee. This is not a 3 year premium lock in, rather, the financial calculation used to determine our premium will be guaranteed for 3 years subject to the terms of the program. I have been informed that the invoice credit will be 10% and I believe from what was stated that we will receive that credit yearly for the next 3 years.
- Executive session may be needed to discuss an employee matter.

### **Potential Capital Projects & Purchasing Lists**

- **Roof Repairs & Replacement** – I have no new proposals for consideration at this time.
- **Zuziak Park Playground** – No new updates at this time
- **Maintenance Garage Doors** – I have reached out to Gerry Griffin with Goldy Locks to schedule a site visit to discuss this project. Goldy Locks did our previous door replacements and alarm and camera installations. Rob Caldwell from Goldy Locks came to examine the doorway and I had him quote the double door replacement for the garage door, as well as the installation of a new single door in the big garage to satisfy code requirements that were relayed to us by Cody-Braun Architects during the design and bid process for the building renovations. I am seeking approval of both door projects. This project will utilize some of our Joint Recreation/Handicapped Fund as the new doors will be ADA compliant entrances.

### **Meetings /Activities**

- **SWSRA** – SWSRA's February meeting was February 28<sup>th</sup>. The March meeting is scheduled for March 21<sup>st</sup>.

**2018-2019 Budget Draft Presentation** – Please review the enclosed preliminary numbers in preparation for the meeting. My goal is to have the ordinance approved for posting at the ~~March~~ April meeting with the hearing and approval at the ~~April~~ May meeting.

**ADA Plan Review** – Please review the enclosed documents for discussion at the meeting. Some of the items are completed or no longer relevant. It may behoove us to seek an update to this plan, particularly on the financial estimates, as this review was completed in late 2012/early 2013. Expenses on these items can be made from the Joint Recreation/Handicapped portion of the budget/levy.

**Indoor/Outdoor Movie Projection Setup** – I have researched movie projection setups so that we can reduce the expenses of movies in the park and do them more often. The basic system I have selected due to the ease of setup compared to the inflatable system used by MOO-V-Night. I selected the largest available screen and the basic projector. There are 3 upgrade tiers to the projector available which could result in an additional \$300, \$400, or \$1,000 on top of the current selected price of \$1,599.00. There is a higher quality system that with the large screen and the best projector would cost \$3,699.00. Purchasing this easily portable system gives us the option to move indoors at the community center rather than have to utilize rain dates, and to have events utilizing the screen all year round, such as DDR at parties, video game tournaments, bingo and trivia, and project presentations should the time ever come that we need to show plans for a building project or park renovation,

or a referendum presentation at a public meeting. I am recommending this item for purchase so that I can begin planning the summer/fall movies in the park series. The system would pay for itself over time as we would no longer be paying an outside vendor \$600 bucks per movie night, plus \$300 per rain date used. The past few years of costs from the vendor would have paid for the fully upgraded more expensive system in full.

#### **Correspondence/Other**

- I plan to bring a list of the remaining vacation days I plan to take in April to the meeting. As of writing this report I have 6 vacation days and 3 personal days to use by April 30<sup>th</sup>. I will likely take a whole week in April and utilize the remaining 4 days on Fridays or Mondays unless something else comes up or I get sick.