

Minutes of the September 19th, 2016 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: Natasha Nutall, Karen Klotz, Al Chmielak, Jody Chmielak **Absent:** Ashley Gulli

Pledge of Allegiance

The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda

There was nothing to report or act on under Unfinished Business Item B (Grant Writer Report).

Approval of Minutes

Comm. Al Chmielak moved to approve the July 18th, 2016 meeting minutes and the no quorum meeting minutes of August 15th, 2016, seconded by Comm. Karen Klotz. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Approve Financial Report & Bills

Comm. Natasha Nutall moved to approve the July and August financial reports and payment of outstanding bills, seconded by Comm. Al Chmielak. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Director's Report

Director T.J. Whitcomb gave his report (Attached) and answered questions on the items.

- a) Tollway Authority*
- b) Cook County E.A.V.
- c) Office & Sewer Project*
- d) Meetings/Activities
- e) Maintenance Items
- f) Park Site #5* - The board agreed to purchase model QU067282. Director Whitcomb will now price installation.
- g) Fiscal Year 2015-16 Annual Financial Report & Compilation*
- h) Correspondence/Other

Unfinished Business

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

Grant Writer Report: None.

Approval of Sewer Project Change Order: Pres. Jody Chmielak moved to approve the change order as prepared by Robinson Engineering for the Memorial Park Sanitary Sewer construction project. Comm. Karen Klotz seconded the motion. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Park Site #5 – Discussion & Possible Action: Previously discussed under Director's Report. No action taken.

Director's Goals & Objectives: Discussion took place regarding the draft proposed objectives submitted by the Director. No action was taken and all were asked to review the goals and objectives and come to the next meeting with ideas for edits.

New Business

Approval of A.F.R. & Compilation: Comm. Al Chmielak moved to approve the Fiscal Year 2015-16 Annual Financial Report & Compilation. Comm. Karen Klotz seconded the motion. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Public Comments

None.

Executive Session

None needed.

Adjournment

Comm. Al Chmielak moved, seconded by Pres. Jody Chmielak, to adjourn the meeting at 7:17pm. Motion carried with 4 votes Aye, 0 votes Nay, and 1 Absent.

Karen Klotz 10/17/16

Report of the Director of Parks & Recreation September 19th, 2016 Board Meeting

Tollway – I have originals of the Intergovernmental Agreement that need to be executed by the President and Secretary so that I can return them to the Tollway. Once received, they will execute the deed and we will remit payment upon notification to do so.

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

Memorial Park Sewer & Office Renovation Project – The pre-construction meeting was held on August 11th. Site preparations began September 6th and construction commenced on September 13th. There was a miscommunication between the engineer and construction company and the village's building department on insurance paperwork and permitting that caused a stall in the project on September 15th. We are working to resolve this and it is my hope that work will have resumed and be mostly completed by the time of our meeting. Also, while the change order regarding the dirt removal and the sewer stub into the building was okayed by a polling of the board, there will need to be a formal ratification vote for the change order at the meeting.

Meetings /Activities

- **Movie in the Park** – The rain date for the August 12th movie was exercised due to a bad weather forecast and Zootopia was shown on Tuesday August 16th. Due to it being a weekday and a school night we had 16 people attend. It is clear that we get better crowds at Memorial Park, even though I like the setup under the pavilion at Commissioners' Park better. We will probably do most movies at Memorial Park next year.
- **Kelly Miller Circus** – Thursday September 1st – Unfortunately due to the weather conditions over the past two months combined with the rain throughout the morning of circus day, they were unable to bring the equipment and trucks onto the field to set up. For this reason we had to cancel. I have been issuing refunds for tickets purchased here and at Bartolinis as people call and come in.
- **Community Resale** –Cancelled due to weather. We will attempt this event again next year as this was our 3rd reschedule attempt.
- **SWSRA** – The next SWSRA Board Meeting is this Wednesday September 21st. If the board would be interested, I have been contemplating having SWSRA staff out to one of our meetings to make a presentation.
- **The 4th Qt** – We will be fielding one 7th/8th grade team in the Blue Island Fall League that Posen was invited to participate in. Coach Woods has ordered uniforms and has players and coaches. We will be handling the printing on the uniforms. Our goal is to use this as a stepping stone to our own in house league in the near future, utilizing an active team playing games in Posen uniforms to spark interest.

Maintenance Updates – Grass cutting and daily routine cleaning and maintenance continues.

Lights – Marchione Electric has been out to look at the Commissioners Park pavilion and the court light at Memorial. Both need fixture/bulb replacements. The power to the pavilion is still operational. A cost estimate and scheduling of the repair will be forthcoming.

Commissioners Park – The older piece of equipment has reached the point where we will have to partially uninstall it. The poles are still fine, but the base of the floor is beginning to wear through. The floor, stairs, and slide will need to be removed in the very near future. The in ground poles, swing bay, and monkey bars will be able to remain in place for now as we consider a permanent replacement piece. In particular, I would like to consider a merry go round or a climbing piece.

Therapeutic Park – A decision needs to be made on the barrel house. It is very deteriorated and I am not certain that a reconstruction will be possible given the age and extent of damage. The temporary fence we have installed to block it off continually has to be put back up and it is a hazard at this point.

Jeff has accepted a full time position with a landscaping company in Chicago Heights. I am unable to match the hours and the pay rate. Joe is still working and is my only weekday staff person at this time. I am working with Jeff on still working on most Saturdays to do weekly checks and routine maintenance on the equipment. I would also be open to hiring a second weekday staff person to finish out the season, but I anticipate this will be difficult to find as I would be ending the position in mid to late November or when it starts snowing.

Park Site #5 Development – I have a list of 5 playground pieces that would work in our size limitations at a reasonable price point. All are on sale at their manufacturer and we have worked with the local vendor for this playground line in the past (Commissioners' Park). The site is littletikescommercial.com and the product codes can be typed into the search menu (magnifying glass icon at the top of the page) to view the 5 options. The codes are QU067264, QU067261, QU067271, QU067263, QU067282. Please look at the designs as I would like a selection made at this meeting so I can price the installation.

Fiscal Year 2015-16 Annual Financial Report & Compilation - I have provided the draft AFR and compilation from the auditor. These need to be filed by the end of October with the Comptroller, County Clerk, and County Treasurer. Before they can file the AFR with the comptroller, it needs to be approved by roll call vote.

Correspondence/Other