

Minutes of the April 6, 2021 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 143rd Street & Campbell Avenue in Posen, Illinois.

Roll Call

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

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 March 2021 Meeting Minutes, seconded by Commissioner Al Chmielak. Motion carried 3 votes Aye to 0 votes Nay.

Approval of the Financial Report & Payment of Bills

Commissioner Al Chmielak moved to approve the financial report and payment of bills, seconded by Commissioner Karen Klotz. Motion carried 3 votes Aye to 0 votes Nay.

Director's Report

Director T.J. Whitcomb gave his report 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) Renewal Quote from Auditor
- f) Correspondence/Other

Unfinished Business

Long Term Planning Lists/A.D.A. Plan: Director Whitcomb mentioned there was a possibility that the village's next round of sidewalk improvements could include some improvements added in around Commissioners Park funds permitting. He will also be on the lookout for grants that can push the ADA angle on for pathways. This item remains ongoing.

Security Camera Quote: Commissioner Al Chmielak moved to approve quote from AlarmOne/GoldyLocks for replacement of the camera system at \$4,500.00. Motion carried 3 votes Aye to 0 votes Nay.

New Business

Approval of Auditor Quote: Commissioner Al Chmielak moved to approve the quote from Hearne & Associates for fiscal year 2021 & 2022 compilations and fiscal year 2023 audit as presented. Motion carried 3 votes Aye to 0 votes Nay.

Approval of Quote for Playground Border Timbers & Ramp: By agreement this item was tabled until the next meeting to give Director Whitcomb time to assess the differences between the original quoted product and the Playworld product we have ordered in the past to determine which to purchase.

Date/Time for May Meeting: Upon discussion between current and incoming board members and the Director, it was agreed to keep the meeting on Tuesday May 4th and move the time of the meeting up to 5:00pm to account for the District 228 Reorganization Meeting taking place at 7:00pm on the same date. Commissioner Karen Klotz moved to approve the indicated change, seconded by Commissioner Jody Chmielak. Motion carried 3 votes Aye to 0 votes Nay.

Public Comments

None

Executive Session

None needed

Adjournment

Commissioner Karen Klotz moved to adjourn the meeting at 7:10pm, seconded by Commissioner Al Chmielak. Motion carried 3 votes Aye to 0 votes Nay.

Report of the Director of Parks & Recreation April 6, 2021 Board Meeting

Cook County E.A.V.

- Tax bill payments may be a bit more spread out this year as the Cook County Treasurer has eliminated late fees through May 1st. 1st installment bills were initially due March 1st.
- I have initiated communication with our attorney with questions on several items including inquiries about billboards and the annexation of property previously annexed by the village. I anticipate a response or at least an acknowledgement of receipt when he returns to his office on Monday 4/5.

Maintenance Items

- Jeff has been out painting equipment, making repairs as needed, and identifying items that need addressing. Cutting grass will begin within the next week or so.
- Swings have been put up at all parks including the new companion swings at Memorial & Therapeutic Parks.
- I will be ordering additional border timbers and stakes along with the order for the new Zuziak Park playground as we have some throughout the parks needing replacement due to damage (cracking).
- Evergreen Mechanical came out on April 1st to replace the water line section at Memorial Park. We have been instructed to let the ground settle prior to compacting or removing any excess dirt or spreading seed as we may see a significant amount of settling.

Potential Capital Projects & Purchasing Lists

- **Zuziak Park Playground** – The playground equipment has been delivered and stored in the yard. I have sent requests for quotes out to 4 companies. Two we have used before and two we have not. I am awaiting receipt of quotes. Two have responded that they will send one, while I have not heard from the other two as of yet.
- **Security Cameras** – As of Wednesday 3/31 I have contacted both SecureOne and AlarmOne. Both have stated they will send updated quotes prior to the meeting.
- **Companion Swings** – The swings have been delivered and will be setup in Memorial and Therapeutic Parks when we install the rest of the swings.
- **Paving Quotes** – I have requests for quotes out to two companies. One has visited to measure the area and the other is scheduled to come out next week.
- **Proposed Capital Project Goal List for FY 2021-2022 & Onward (Funds Permitting)**
 - Install Zuziak Park Playground
 - Complete Pavement Work Around Garage and Access Path
 - Replace & Possibly Expand Security Cameras
 - Replace Damaged Border Timbers
 - Top off Safety Surfacing As Needed
 - Repair Work on Pavillion Roofs, Soffits, & Fascia
 - Paint Park Equipment As Needed (Commissioners)
 - Rework KaBOOM! proposal for next playground on replacement schedule (Commissioners)
 - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office

Meetings /Activities

- **SWSRA** – SWSRA returned to in person meetings beginning in March. A firm has been engaged to advertise the Executive Director position nationwide and narrow the applicant pool for us to select and interview from.
- **Egg Hunt** – The Egg Hunt will be Saturday April 3rd at 9:30am at Memorial Park. After discussion with Trustee Yesenia Lopez from the community center, as the village did not have an event planned either, we ultimately decided that with additional volunteer help, the Egg Hunt was the most viable and safest event to hold. A

conference call was subsequently held between myself, Trustee Lopez, and Phil & Raechel Perez (our incoming board members who had reached out to both myself and Trustee Lopez wanting to help with an Easter event and offering ideas). We discussed additional volunteer help for crowd control, an Easter Bunny appearance, as well as donation of golden egg prize baskets. I did order a reduced number of eggs this year and have changed up the locations of some of the age areas to better space out the participants. Prize basket donations were made by myself, Yesenia Lopez, Phil & Raechel Perez, Yesenia Lopez, and Araceli Costello. We will be placing two golden eggs per prize area.

- **Other Events Schedule** – I have been contacted about resuming Blood Drives and will be scheduling and working with the community center on those. I also believe we are clear to do Movies in the Park and Resales with advertising proper safety precautions. I am awaiting word regarding the viability of the carnival and depending on the answer might try to push that to later in the year.

Renewal Quote from Auditor

- I have received the renewal quote from Hearne & Associates for our end of year financial reporting. As in previous agreements it is a 3 year quote including 2 year end compilations and a 3rd year full audit.

Correspondence/Other

- I have identified what appears to be our DUNS number through the website, although it is listed under Village of Posen but having an address and phone number indicating it to be ours. I am in the process of verifying ownership, as well as acquiring the necessary documentation through the IRS and other channels to either apply for a new DUNS under our name, or correct their system records as to the name. This has been difficult as they don't accept documentation with just a PO Box Address and we don't really have a physical postal address (just a lot of variations on different documents).
- I will present a draft budget ordinance at the May meeting with the goal to pass it in June or July depending on calendar timing. I am waiting until the end of the fiscal year to have a more accurate estimation for insurance budgeting as well as cash on hand.
- I am requesting a change to the date of the May board meeting. Tuesday May 4th is also the swearing in and reorganization meeting for the District 228 Board of Education, which I am a member of. Typically this takes place on the last Tuesday of April, but seeing as that date is also the certification deadline for the election, the meeting is scheduled for the following week. I propose Monday May 3rd at 6:30pm. Alternatively, if the entire board is available earlier for our meeting at 5:00pm, the school board takes place at 7:00pm and we should finish in plenty of time for me to make it to Bremen High School for that meeting.