

Minutes of the July 6, 2021 Meeting of the Posen Park District Board of Commissioners

Call to Order

Board President/Commissioner 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
Phil Perez	Commissioner	PRESENT
Raechel Perez	Commissioner	PRESENT
Terrence (TJ) Whitcomb	Director of Parks & Recreation	PRESENT

Pledge of Allegiance

The Pledge of Allegiance was recited.

Additions or Revisions to the Agenda

Bank signature card changes under New Business

Approval of Meeting Minutes

Commissioner Al Chmielak moved to approve the June 1, 2021 Meeting Minutes, seconded by Commissioner Phil Perez. Motion carried 5 votes Aye to 0 votes Nay.

Approval of the Financial Report & Payment of Bills

Commissioner Karen Klotz moved to approve the financial report and payment of bills, seconded by Commissioner Al Chmielak. Motion carried 5 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) Fiscal Year End Audits & Compilations (Financial & Insurance)
- f) Correspondence/Other

Unfinished Business

Long Term Planning Lists/A.D.A. Plan

Commissioner Al Chmielak moved to approve the quote from ACT Services for an updated ADA Transition Plan in the amount of \$2,365.00, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Approval of Ordinance 2021-1 (Budget & Appropriation)

Commissioner Al Chmielak moved to approve Ordinance 2021-1, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

New Business

Bank Account Signature Card Changes

Commissioner Al Chmielak moved to approve changing all bank account signature cards effective immediately, retaining signers Al Chmielak and Karen Klotz, removing Emily Robertson, and adding Phil Perez and Raechel Perez, seconded by Commissioner Jody Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Tree Trimming & Removal

Commissioner Phil Perez moved to approve the quote from Smitty's Landscaping for tree trimming at Commissioners Park and verbally stated removal of a tree at Memorial Park in the amount of \$3,700.00, seconded by Commissioner Al Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

KaBOOM! Letter of Intent

Commissioner Karen Klotz moved to approve the Letter of Intent for KaBOOM! relating to potential funding for a playground project at Commissioners Park, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Public Comments

Commissioner Al Chmielak stated that we should look at reassessing how much of an emergency fund balance we should be keeping in the case of property tax delays based on our operating costs since we have been drawing down the reserves due to capital projects the past several years.

Executive Session

None needed

Adjournment

Commissioner Karen Klotz moved to adjourn the meeting at 7:08pm, seconded by Commissioner Al Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Jody Chmielak – President

Karen Klotz – Secretary

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

Cook County E.A.V.

- Bruce Hill from Novotny Engineering provided me with quotes for surveyors and an estimate of his costs for review and verification of the data to complete the plats of annexation. I executed the proposal and am awaiting return of completed data. Once completed I will contact the attorney and we will proceed with the ordinance and any needed notices and hearings.

Maintenance Items

- Jeff has been cutting grass and performing other tasks as needed. With the rain activity over the past week I anticipate he will likely be spending all his time next week cutting grass as parts of the parks dry out enough to get a lawnmower on them.
- The mower with turning issues has been to Alta and has since been returned. There was a broken spring and a loose belt on the one side which affected the arm and the hydraulics.

Potential Capital Projects & Purchasing Lists

- **Zuziak Park Playground** – The playground installation has been completed. The checks for the installers and the timbers & ramp are included in the bills. Payment for the installation will be held until we receive the copies of the certified payroll for the project.
- **Paving Quotes** – The paving has been completed. The check is included in the bills. Payment will be held until we receive the copies of the certified payroll for the project.
- **ADA Plan** – I have included proposals for updating the ADA Plan at all parks. There are two options and I am asking for approval of the second option which includes identifying cost estimates and new items as well as updates on the previous plan items.
- **Smittys** – I have included a quote from Smittys for trimming of the trees at Commissioners Park. He also told me verbally upon delivering the quote that he would include removal of the ash tree by the concession stand at Memorial Park in that cost. I am asking for approval.
- **KaBOOM!** – I revised our application to reflect Commissioners Park as we have now installed the new playground at Zuziak Park. We are one of a few finalists under consideration for a funding partner for a build this October. We should know for sure by mid-July. I have attached the paperwork in the packet and will be asking for approval as there is a cost commitment of \$8,500 on our part along with additional expenses of current equipment removal, build day expenses, and soil testing.
- **Proposed Capital Project Goal List for FY 2021-2022 & Onward (Funds Permitting)**
 - Install Zuziak Park Playground – **COMPLETED**
 - Complete Pavement Work Around Garage and Access Path – **COMPLETED**
 - Replace & Possibly Expand Security Cameras – **REPLACEMENT COMPLETED**
 - Replace Damaged Border Timbers – **COMPLETED**
 - Top off Safety Surfacing As Needed
 - Repair Work on Pavillion Roofs, Soffits, & Fascia
 - Paint Park Equipment As Needed (Commissioners) – **IN PROGRESS**
 - Rework KaBOOM! proposal for next playground on replacement schedule (Commissioners)
AWAITING EXECUTION OF LETTER OF INTENT AND POSSIBLE SELECTION FOR THIS OCTOBER
 - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office

Meetings /Activities

- **SWSRA** – SWSRA has hired Nicolette Lahman as the new Executive Director beginning June 28th. I will work on getting her out to a meeting this fall to introduce herself. Day Camp is progressing well with limited participation due to COVID. We are hopeful to be running this program at normal capacity next summer pending availability of space at schools.
- **Other Events Schedule** –
 - Resale in the Park – Cancelled due to rain and field conditions. Will look to reschedule for August or September
 - Blood Drive – Thursday July 15th Community Center 4pm-7pm – Awaiting possible date change due to staffing issues at Versiti
 - Movies in the Park Friday August 27th 8pm & Friday September 24th 7pm Memorial Park
 - Halloween Flashlight Egg Hunt (October)
 - Posen Park Fest Carnival – July 22-25th @ Commissioners Park

Fiscal Year End Audits & Compilations

- Fiscal Year End Financial Compilation in Progress – Forwarded requested items. Awaiting further word from Hearne & Associates regarding completion or additional information request.
- Worker Compensation Premium Audit – Completed via online portal. Awaiting any further notification on results.

Correspondence/Other

- I have met with the postmaster and as a result of that meeting I have contacted the village and submitted a written request for specific postal addresses to be assigned to the two PIN numbers at Memorial Park. The post office will require us to mount a secure mailbox at the street at the intersection of 143rd & Campbell. We cannot mount a mailbox to the building as it adds too many additional steps to the mail carrier route. We will retain our PO Box once this process is completed so we will rarely if ever receive mail to the street mailbox.
- As all legal requirements have been complied with, I will be asking for approval of the Budget & Appropriation Ordinance at this meeting under Unfinished Business.