

## Minutes of the June 1, 2021 Meeting of the Posen Park District Board of Commissioners

### Call to Order

Board President/Commissioner Jody Chmielak called the meeting to order at 5:00pm 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>
Phil Perez	Commissioner	<b>PRESENT</b>
Raechel Perez	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 Raechel Perez moved to approve the May 4, 2021 Meeting Minutes, seconded by Commissioner Al Chmielak. 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 Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

### Public Hearing on Ordinance 2021-1 (Fiscal Year 2021-22 Budget & Appropriation)

Board President/Commissioner Jody Chmielak called the hearing to order at 6:32pm. Upon roll call all board members and Director Whitcomb were present.

Director Whitcomb read Ordinance 2021-1 aloud and proceeded to outline the approval process for the ordinance. Final approval of the ordinance is scheduled for the July board meeting.

The floor was opened for public comment. There being none, the floor was subsequently closed.

Commissioner Al Chmielak moved to adjourn the public hearing and return to the regular meeting at 6:36pm, seconded by Commissioner Karen Klotz. 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:** Printouts of the ADA Transition Plan were distributed and a quick run through of addressed items at all locations was made. Director Whitcomb stated that he would be bringing a quote to update the plan to the next meeting. It has been 9 years since the plan was done and an update would address new items in the parks, changes in the laws, and provide updated cost estimates to address needed improvements.

**New Business**

None

**Public Comments**

None

**Executive Session**

None needed

**Adjournment**

Commissioner Raechel Perez moved to adjourn the meeting at 7:07pm, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

## Report of the Director of Parks & Recreation May 4<sup>th</sup>, 2021 Board Meeting

### **Cook County E.A.V.**

- I have provided the documents and scope of services given to me by our attorney to Bruce Hill of Novotny Engineering. He will be providing me a quote for the services needed relating to the annexation. Once obtained I will proceed. Upon receiving the needed descriptions from the engineer, the attorney will craft the annexation ordinance and instruct me on proper advertising and needed hearings. This item remains ongoing.

### **Maintenance Items**

- Jeff has been out cutting grass and performing routine maintenance as needed. I have reached out to Mayor Podbielniak and Trustee Lopez for contact information on reliable candidates for a seasonal second maintenance person and expect to hear back shortly.

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

- **Zuziak Park Playground** – The timbers and ramp will ship on June 1<sup>st</sup> and estimated delivery will be provided at that point but should be anywhere from a few days to a week. Once I receive the ship notice I will contact GreenUp about putting us on the schedule.
- **Paving Quotes** – I have returned the executed quote to Wallys Paving and will contact them again on Tuesday to check on the scheduling.
- **Proposed Capital Project Goal List for FY 2021-2022 & Onward (Funds Permitting)**
  - Install Zuziak Park Playground – **AWAITING A DELIVERY & INSTALL DATE**
  - Complete Pavement Work Around Garage and Access Path – **AWAITING SCHEDULED DATE**
  - Replace & Possibly Expand Security Cameras – **REPLACEMENT COMPLETED**
  - Replace Damaged Border Timbers – **COMPLETED USING OTHER SPARES**
  - 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) **CONTACTED ABOUT POSSIBLE FUNDING OPPORTUNITIES & REWORKING FOR COMMISSIONERS PARK AS NEXT PLAYGROUND FOR REPLACEMENT**
  - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office

### **Meetings /Activities**

- **SWSRA** – SWSRA has hired Nicolette Lahman as the new Executive Director beginning June 28<sup>th</sup>. She previously worked as an Executive Director for Covenant out of Oak Forest. I am sure I will be bringing her to a meeting for introductions before the end of the year. .
- **Other Events Schedule** –
  - Resale in the Park – Saturday June 26<sup>th</sup> Commissioners Park 9am to 1:30pm \$10 per space in advance/\$12 day of. Must be onsite and unloaded by 8:50am
  - Blood Drive – Thursday July 15<sup>th</sup> Community Center 4pm-7pm
  - Movies in the Park Friday August 27<sup>th</sup> 8pm & Friday September 24<sup>th</sup> 7pm Memorial Park
  - Pending Possible Events (I have a meeting next week to discuss collaboration options with the Community Center with Trustee Lopez
    - Halloween Flashlight Egg Hunt (October)
    - Outdoor Vendor Event in Conjunction with Village
    - Posen Park Fest Carnival (On Hold Pending Staffing Issues & Scheduling)

**Fiscal Year End Audits & Compilations**

- Fiscal Year End Financial Compilation in Progress – Collecting requested documentation to send to Hearne & Associates
- Worker Compensation Premium Audit – Collecting requested insurance certificates from contractors. Will complete using online portal.

**Correspondence/Other**

- We have received a records request from SmartProcure for our vendor transaction information. This request will have been completed by the time of the board meeting and is routinely received every 3-4 months.