

## Minutes of the May 4, 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>
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 Al Chmielak moved to approve the April 6 2021 Meeting Minutes, seconded by Commissioner Karen Klotz. 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.

### Board Reorganization

Board President/Commissioner Jody Chmielak administered the Oath of Office to newly elected Commissioners Phil & Raechel Perez.

Commissioner Karen Klotz moved to retain all existing officers in their positions for the 2021-22 Fiscal Year, 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) Correspondence/Other

### Unfinished Business

**Long Term Planning Lists/A.D.A. Plan:** No new updates. This list remains ongoing and physical copies will be distributed at next months board meeting for a periodic review.

**Playground Border Timbers & Ramp Quote:** Commissioner Al Chmielak moved to approve the quote for playground timbers & ramp for \$3,670.00, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

#### **New Business**

**Approval of Playground Installation Quote:** Commissioner Al Chmielak moved to approve the quote from GreenUp for playground installation work at Zuziak Park in the amount of \$22,500.00, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

**Approval of Quote for Memorial Park Paving Work:** Commissioner Al Chmielak moved to approve the quote from Wallys Paving for Memorial Park in the amount of \$10,600.00, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

**Approval of Draft Ordinance 2021-1:** Commissioner Phil Perez moved to approve Draft Ordinance 2021-1 (Budget & Appropriation) for posting and scheduling of a public hearing to coincide with the June 1, 2021 Regular Business Meeting, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

#### **Public Comments**

None

#### **Executive Session**

None needed

#### **Adjournment**

Commissioner Raechel Perez moved to adjourn the meeting at 5:52pm, 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 initiated communication with our attorney with questions on several items including inquiries about billboards and the annexation of property previously annexed by the village. That communication and supporting documents has been included in the packet. We will have to engage the services of an engineer to verify the boundaries of the properties bordering the tollway as well as to create the legal descriptions of the property to be annexed. With permission I will contact the village and their engineers on this matter. We should be able to proceed with the annexation ordinance and procedure this summer.

### **Maintenance Items**

- Jeff has been out painting equipment, making repairs as needed.
- There is a slight issue with left turning on one of the mowers. I will be contacting Martin Implement. We may need to have the mower inspected as it is entering year 4 of service to identify any issues.

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

- **Zuziak Park Playground** – I contacted 4 vendors for quoting on the project and received responses from Hacienda and GreenUp. GreenUp is the lower bid and we have worked with them on multiple projects in the past. I am recommending awarding them the project and proceeding once the order for the border timbers and ramp comes in. I have reviewed the differences between the Childform and Playworld products for the timbers and ramp and they are both of good quality. I recommend proceeding with the less costly Childform product.
- **Security Cameras** – GoldyLocks/AlarmOne has installed the replacement camera system. They are unable to connect it to our network at this time due to an AT&T issue. The system still works and records I just cannot access anything online or on my phone. I will be contacting AT&T on this as well as continuous internet connectivity issues. We may be due to swap out gateways as this one is over 5 years old.
- **Paving Quotes** – I have received two quotes for the next round of paving work at Memorial Park and am asking for approval at the meeting. Quotes are enclosed in the packet.
- **Proposed Capital Project Goal List for FY 2021-2022 & Onward (Funds Permitting)**
  - Install Zuziak Park Playground – **SEEKING APPROVAL**
  - Complete Pavement Work Around Garage and Access Path – **SEEKING APPROVAL**
  - 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)
  - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office

### **Meetings /Activities**

- **SWSRA** – SWSRA returned to in person meetings beginning in March. Initial par down interviews for the new Director are taking place. We will be proceeding to next round interviews in the coming week. I will update when a final candidate has been selected.
- **Other Events Schedule** – I have been contacted about resuming Blood Drives and we will be conducting one on July 15<sup>th</sup>. I will be scheduling Movies in the Park for June and August, as well as possibly one later this month. I will also be confirming the date of the village garage sale and scheduling our Resale in the Park for

the weekend before or after. I have been asked by Fantasy Amusements whether we want to have a carnival June 24<sup>th</sup> through 27<sup>th</sup> and I am holding off on a final answer until after our meeting. I am also reaching out to different organizations about day classes and mobile workshops such as an escape room or mobile museum for one day or weekend events without having to organize an out of town trip.

### **Correspondence/Other**

- I will be taking May 17<sup>th</sup> off for my birthday.
- I will have the draft of the Budget & Appropriations Ordinance at the meeting as I am waiting to finalize the numbers based on what remains in the bank accounts and final expenditures on the fiscal year budget as of April 30<sup>th</sup>. The overall year in operating budget expenditures of \$175,000 excluding the capital fund will remain the same from the fiscal year ending April 30, 2021. The timeline for approval would be as follows:
  - Approve posting of Draft Ordinance – May 4<sup>th</sup>, 2021
  - Public Hearing – June 1<sup>st</sup>, 2021 (In conjunction with regular meeting)
  - Final Approval – July 6<sup>th</sup>, 2021 Regular Business Meeting