

Minutes of the August 3rd, 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

None.

Approval of Meeting Minutes

Commissioner Phil Perez moved to approve the July 6th, 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 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

Director Whitcomb stated that he informed Mark Treiglaff to schedule the ADA Transition Plan review of the parks for November to account for the KaBOOM! build at Commissioners Park in October.

New Business

Commissioners Park Demolition

Commissioner Karen Klotz moved to approve the quote from Green-Up for the demolition of the Commissioners Park playground in the amount of \$6,275.00, seconded by Commissioner Phil Perez. Motion carried 5 votes Aye to 0 votes Nay.

Public Comments

None.

Executive Session

None needed

Adjournment

Commissioner Karen Klotz moved to adjourn the meeting at 7:12pm, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Jody Chmielak – President

Karen Klotz – Secretary

Report of the Director of Parks & Recreation August 3rd, 2021 Board Meeting

Cook County E.A.V.

- We are currently awaiting an update from the surveyors regarding completion of the plats of annexation before proceeding with the development of the annexation ordinance and public hearing.
- Tax Bills should be issued any day now as we have received the final confirmation reports from the Cook County Treasurer on levy rates for last year's taxes. I anticipate those bills coming due in September or October which is later than in previous years.

Maintenance Items

- Jeff has been cutting grass and performing other tasks as needed.
- Jeff has referred me to a possibility for a second maintenance employee for summer/fall work. I am in the process of updating paperwork regarding physicals and drug screening and my intention is to hire the referral (Rick) part time at minimum wage for a couple months to keep up with grass and open up some of Jeff's time for other projects.
- The wooden pergola structure at Zuziak Park was damaged (cracked posts), likely due to kids swinging from it. The pergola portion of the structure was dismantled by myself, Jeff, Al & Jody. We should discuss whether to reassemble that item or whether to build something else, either there or at another park with what we have on hand.

Potential Capital Projects & Purchasing Lists

- **Zuziak Park Playground** – Certified payroll has been received and payment was issued.
- **Paving Quotes** – Certified payroll was received and payment was issued. .
- **ADA Plan** – The signed agreement was returned to ACT Services and I informed them to put us on the schedule for November, after the new playground installation at Commissioners Park.
- **Smittys** – They are looking at late next week or early in the following week for completing the work.
- **KaBOOM!** – We have received the grant and are scheduled for a Community Playground Build Wednesday October 20th through Saturday October 23rd. It is a 4 day process with 2 shifts of approximately 20-25 people per shift (8 shifts total). We will need to recruit people to fill these shifts. Unlike our previous build primary focus will be on the playground due to COVID requiring smaller groups of workers and shifting away from building with wood due to rising material costs. Design Day will be Wednesday August 11th at the Community Center. Site Walk will be 3pm, Kids design portion at 4pm and Adult design and project discussion at 5pm until 8pm or when done. We are looking for 20 plus kids and 20 plus adults to be at Design Day. Please recruit neighbors. There will also be a project website going up with surveys and updates. I have worked on securing soil and utility checks for the project area. Our financial responsibilities on this project include playground demolition, our administrative fee to KaBOOM!, soil and utility checks, food for work shifts, PPE, and other incidentals.
- **Demo of Playground** – Due to our obligations with the KaBOOM grant we need to remove the Commissioners Park playground prior to October. I attempted to seek an avenue to donate the playground with Kids Around the World but the age and wear on the structure makes it non-viable as a donation. I have secured a quote from Green-Up for the demolition which I have enclosed. I also intend to ask a second quote which includes the site prep of the new 50 by 50 playground area as that is also our obligation to strip clear and level it. My goal is to have the modified quote at the meeting but I recommend approving the demolition by Green-Up either way.
- **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) – **CANCELLED DUE TO REPLACEMENT**
- Rework KaBOOM! proposal for next playground on replacement schedule (Commissioners) **BUILDING IN OCTOBER. GRANT RECEIVED**
- 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.
- **Posen Park Fest Carnival** – Please see attached revenue reports. I will discuss further at the meeting.
- **Other Events Schedule** –
 - Resale in the Park – Saturday September 18th 9am-1pm @ Commissioners Park
 - Blood Drive – Friday August 27th 3-6:30pm @ American Legion/Historical Society Bldg
 - Movies in the Park Friday August 20th 8pm & Friday September 24th 7pm Memorial Park
 - Halloween Flashlight Egg Hunt (October)

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 requested an update from Dawn Cotillo on assigning addresses at Memorial Park. I am awaiting a response.