

Minutes of the September 7th, 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	ABSENT
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 August 3rd, 2021 Meeting Minutes, seconded by Commissioner Raechel Perez. Motion carried 4 votes Aye to 0 votes Nay with 1 Absent.

Approval of the Financial Report & Payment of Bills

Commissioner Al Chmielak moved to approve the financial report and payment of bills, seconded by Commissioner Raechel Perez. Motion carried 4 votes Aye to 0 votes Nay with 1 Absent.

Director's Report (Commissioner Karen Klotz arrived at 6:34pm)

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

Scheduled ADA Plan Review for November to account for the KaBOOM! build at Commissioners Park in October.

New Business

Consideration/Approval of Draft Reports from Auditor

Commissioner Al Chmielak moved to approve the reports with one clarification question to the section in the AFR relating to the 457 Plan, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

Public Comments

None.

Executive Session

None needed

Adjournment

Commissioner Jody Chmielak moved to adjourn the meeting at 7:10pm, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Report of the Director of Parks & Recreation September 7th, 2021 Board Meeting

Cook County E.A.V.

- The surveyors are working in conjunction with the attorney on the plats of annexation. The work has been more extensive than anticipated with regards to the lots adjacent to the tollway. I spoke with the surveyor on 9/1 and he anticipated completion by the end of next week.
- Tax Bills have been issued and are due October 1st. We should begin to see funds in mid-September through the end of October.

Maintenance Items

- Jeff has been cutting grass and performing other tasks as needed.
- I ordered a higher strength of vinegar for our homemade, non-toxic weed killer and Jeff is playing around with it to determine ideal strength. I will explore the purchase of larger quantities such as a drum once he figures out a good mixture. Playground weeds have been a bigger issue than usual this year due to the weather shifts.

Potential Capital Projects & Purchasing Lists

- **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 removed the tree at Memorial Park and were going to do the trimming at Commissioners Park on Saturday 8/28 but one of their pieces of equipment broke. I anticipate that they will complete that work once the equipment is fixed and the surrounding street paving is completed.
- **KaBOOM!** – We had an extremely low turnout at Design Day, however, I attended the last day of Day Camp at the Community Center the following day to show a movie and had the kids participate in the design process then. Design has been completed and we have selected the design with stated modifications. We are having weekly virtual meetings on Wednesdays at 1:30pm to keep on track heading into build week. Other than verification forms the last preliminary item to complete is test hole digging. We need to recruit volunteers in 2 shifts of 20 per day from October 20-23rd. I am awaiting a list of supplies needed from KaBOOM! and we will need to purchase/seek donations of snacks, water, tools, and PPE for build week. I have reached out to the fire chief to ask about first aid and CPR training for some of us so that requirement can be covered during all work shifts.
- **Demo of Playground** – Completed. I am awaiting certified payroll and will have the check to sign at the board meeting.
- **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 met on Friday August 27th. The new Director has asked that all members keep her informed of events where SWSRA attendance could be possible so they can continue to work on community outreach.
- **Other Events Schedule** –
 - Resale in the Park – Saturday September 18th 9am-1pm @ Commissioners Park **CONSIDERING CHANGE TO OCTOBER TO AVOID CONFLICT WITH MIDLOTHIAN JUNK IN THE TRUNK SALE**
 - Blood Drive – Friday August 27th 3-6:30pm @ American Legion/Historical Society Bldg **9 DONORS ATTENDED, 7 UNITS COLLECTED WITH ONE DEFERRAL AND ONE UNABLE TO FINISH**
 - Movies in the Park Friday August 20th 8pm & Friday September 24th 7pm Memorial Park **AUGUST 20TH HAD ATTENDANCE OF ABOUT 60-70 PEOPLE. SOME LEFT BEFORE COMPLETION OF MOVIE BUT EVENT WAS WELL RECEIVED BY ALL ATTENDEES**
 - Halloween Flashlight Egg Hunt (October) **SETTING FOR SATURDAY OCTOBER 31ST AT COMMISSIONERS PARK**

Fiscal Year End Audits & Compilations

I have enclosed the draft compilation report and AFR. I will be asking for acceptance at the meeting so that the reports can be finalized and filed with the comptroller.

Correspondence/Other

- The Village of Posen has assigned our addresses and acknowledged as such with the post office. We need to purchase and mount a mailbox at the 143rd Street & Campbell Avenue entrance. I will be working on changing the addresses with the Cook County Assessor tax records and acquiring the necessary documents to apply for the DUNS number.