

## Minutes of the December 7<sup>th</sup>, 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 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 Al Chmielak moved to approve the November 2<sup>nd</sup>, 2021 Meeting Minutes, seconded by Commissioner Raechel Perez. Motion carried 5 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 5 votes Aye to 0 votes Nay.

### Director's Report

Director T.J. Whitcomb gave his report and answered questions on the items.

- a) Maintenance Items
- b) Potential Capital Projects & Purchasing Lists
- c) Meetings/Activities
- d) Tax Levy
- e) IAPD Conference
- f) Correspondence/Other

### Unfinished Business

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

The review has been completed. Updated copies were distributed to the board for review. Further completion of the list will be incorporated into the capital improvements schedule over the next several years.

### New Business

#### Approval of Ordinance 2021-2

Commissioner Al Chmielak moved to approve Ordinance 2021-2: An Ordinance for the Levy of Taxes for the Posen Park District for the Fiscal Year Beginning May 1 2021 and Ending April 30 2022, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

#### Approval of IAPD Business Meeting Credentials Certificate

No action needed as nobody from the Posen Park District will be attending the meeting.

## **Public Comments**

None.

## **Executive Session**

None needed

## **Adjournment**

Commissioner Phil Perez moved to adjourn the meeting at 6:47pm, seconded by Commissioner Raechel Perez. Motion carried 5votes Aye to 0 votes Nay.

## **Report of the Director of Parks & Recreation December 7<sup>th</sup>, 2021 Board Meeting**

### **Maintenance Items**

- Jeff has been cutting grass and performing other tasks as needed. Actual grass cutting is pretty much done for the year. He is now concentrating on the leaves accumulating in the parks.

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

- **ADA Plan** – Mark Trieglaff came out for the site visits and he and I have been in correspondence. I will have updated plans to distribute at the meeting.
- **KaBOOM!** – The storage container was finally picked up on the one month drop date. Kayla will be getting me a valuation letter for insurance and the contact information for Eventbrite signups for thank you cards.
- **Possible Future Capital Project Goal List** (Funds Permitting)
  - Top off Safety Surfacing As Needed **\*SPRING/SUMMER 2022\***
  - Finishing Pavement Replacement at Memorial Park **\*SUMMER 2022\***
  - ADA access and path to playground & pavilion at Commissioners Park **\*SPRING 2022 WITH ADDITIONAL SWINGS\***
  - Repair Work on Pavillion Roofs, Soffits, & Fascia
  - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office

### **Meetings /Activities**

- **SWSRA** – The next SWSRA meeting is December 8, 2021 at Palos Heights. We will be hosting the January meeting and I will obtain usage of a location from the village.

### **Tax Levy**

Final action on the ordinance is scheduled for this meeting. The ordinance must be filed with the county this month.

### **IAPD Conference**

Anyone who wishes to attend the conference please indicate as such at this meeting so I can register you. Please visit [www.ilparksconference.com](http://www.ilparksconference.com) to examine the class lists and registration options so I can register you correctly. There are options to attend just one day rather than the entire conference. While the park district will pay the registration, reimbursement submittal will be needed for per diem food and incidental expenses, and may also be needed for hotel rooms if staying rather than commuting. Use of the District issued Purchasing Card for the rooms would require my attendance at check in and while still technically undecided, I do not desire to attend this year.

### **Correspondence/Other**

- SmartProcure submitted a FOIA request for vendor transactions from August 24, 2021 to present on November 30, 2021. This request is a periodic one and has been completed.