

Minutes of the April 5th, 2022 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 14200 S. 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 Al Chmielak requested that the minutes be amended to reflect discussion of the program idea list submitted by Commissioner Phil Perez as well as the the discussion on possibility of solar panels for the office building. Commissioner Phil Perez moved to approve the March 1, 2022 Meeting Minutes with amendments, seconded by Commissioner Al Chmielak. 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) FY 21-22 Budget vs Actual as of March 31st
- e) Correspondence/Other

Unfinished Business

Long Term Planning Lists/A.D.A. Plan – No new discussion.

New Business

Discussion/Approval of Rules Signs from Universal Digital Printing

A discussion was held on the quantity of signs needed. Commissioner Phil Perez moved to approve the purchase of 6 rules signs from Universal Digital Printing, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay.

Discussion/Approval of Contract with Fantasy Amusements for Carnival

Commissioner Al Chmielak moved to approve the contract with Fantasy Amusements for the carnival, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Discussion/Approval of Utilizing NCSI for Background Check Services

Upon discussion, this item was removed from consideration. A Livescan vendor is located in Crestwood and has been deemed a better alternative for when we hire employees. The Director will contact them.

Discussion/Approval of Ordering of Replacement Parts & Panels for Multiple Playgrounds & Possible Swing Order

A discussion was held regarding the choice of panels as well as possible alternate places to order the nuts, bolts, and washers from when replacements are needed. Commissioner Phil Perez moved to approve ordering the quoted hardware from Imagine Nation and the Replacement Safety Panel from Parkreation, seconded by Commissioner Karen Klotz. Motion carried 5 votes Aye to 0 votes Nay. The swing bays will be quoted from Imagine Nation for next meeting.

Discussion/Approval of Repair of Pavilion Roofs, Soffits, & Fascia

This item was removed due to no quotes having been obtained as of the meeting. One company suggested that the repair work to the Memorial Park pavilion might be better suited for a carpenter or other contractor.

Public Comments – None

Executive Session – None needed.

Adjournment

Commissioner Raechel Perez moved to adjourn the meeting at 7:38pm, seconded by Commissioner Jody Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Report of the Director of Parks & Recreation April 5th, 2022 Board Meeting

Maintenance Items

- I am preparing a job advertisement for summer help. I have also spoken with the Mayor about their summer help and the possibility of offering split weeks to their temporary hires for the weekdays they don't work at public works as I don't necessarily need a second worker 5 days a week. If public works hires multiple people to work a Monday, Wednesday, Friday shift this summer I would even be willing to hire two of them to work Tuesday and Thursday and concentrate on grass cutting and weed whacking those days weather depending.
- We have had graffiti incidents that we have reported to police on 3/7 and 3/28, along with another incident the police reported to us on 3/16 with the identity of the offender and parental contact information. I am attempting to make contact with the parent in regards to their statement about paying for the damages. I have turned over camera footage related to the 3/28 incident to the police.
- Jeff has made progress on the inventory and is prepping the mowers to be ready for usage which should start in the next 3 to 6 weeks weather depending.
- We had an unintended triggering of the fire alarm via one of the heat/smoke sensors (diesel mower parked and idling directly under a sensor) on March 31st. Jeff was using the mower to jump another mower and we didn't realize that it would trigger the sensor until after the alarm started going. The alarm company dispatched the fire department promptly and we all laughed a bit over it calling it a successful systems test.

Potential Capital Projects & Purchasing Lists

- **Possible Future Capital Project Goal List (Funds Permitting)**
 - Top off Safety Surfacing As Needed – Priced bulk rubber chips based on tonnage. Did not include delivery and loose load fees. Freight is expensive right now. Wood fibar also priced for Memorial playground. Looking at \$10-\$15K between new swings and top off for rubber chips and about \$250 for the Memorial Park topoff.
 - Finishing Pavement Replacement at Memorial Park – Waiting on quote from Wally's.
 - ADA access and path to playground & pavilion and additional swings at Commissioners Park – Have not received quotes on access & path yet. Working on locating and contacting vendors. Consider options for additional swing order (maybe self-install to save money?)
 - Repair Work on Pavillion Roofs, Soffits, & Fascia – Estimator from A Abel due out April 1st.
 - Plumbing Work & Office/Bathroom Construction in Maintenance Building/Office
 - Furnace Replacement/Possible A/C

Meetings /Activities

- SWSRA – The next SWSRA meeting is April 20, 2022. SWSRA is hiring staff for summer camp. Visit www.swsra.com if interested in applying. Please refer anyone you know.
- The Egg Hunt will be Easter Saturday April 16th at 10:30am at Memorial Park. Assistance with egg spreading and monitoring of age areas would be helpful and appreciated.
- I have received dates from Fantasy Amusements for June 2-5 for the carnival. I have included a copy of the contract in the packet.
- I have contacted Spay Illinois and Versiti respectively about the Pet Clinics and Blood Drives to try and schedule one or more dates for both.
- Once I have a date from the Village for the Resale I will plan ours for the following weekend with an alternate or additional goal date for September.

FY 21-22 Budget vs Actual Figures

I have enclosed a Budget vs Actual to show receipts and expenditures by category through March 31st. We will discuss at the meeting.

Correspondence/Other

- We have received correspondence from the Cook County Clerk informing us of the amount of our Prior Year Levy Adjustment in the amount of \$2,956. This adjustment is provided in an effort to recoup some of the lost revenue from tax objection suits.
- We have received requests from Kellar Middle School, Midcrest Panthers, and Illinois Cardinals about field usage for sports programs. I will be working with them on available spaces and times.
- I am hoping to have quotations from IPARKS and Workers Comp for our insurance renewals prior to this meeting. If obtained they will be in the bills list.
- The address changes for both Memorial Park PIN numbers have been submitted to the Cook County Assessor. I will be changing our regular bills to reflect the address in addition to the P.O. Box.