

Minutes of the April 2nd, 2024 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 Karen Klotz moved to approve the March 5th, 2024 Regular Business 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 Phil Perez. 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 | c) Meetings/Activities |
| b) Capital Projects & Purchasing Lists | d) Correspondence/Other Items |

Unfinished Business

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

New Business

Therapeutic Park Pavilion – Commissioner Karen Klotz moved to approve the quote from A Abel Roofing for the Therapeutic Park Pavilion roof replacement in the amount of \$3,350.00 plus additional wood cost, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

Memorial Park Pavilion – Commissioner Phil Perez moved to approve the quote from A Abel Roofing for siding, soffit, and fascia replacement on the Memorial Park pavilion roof in the amount of \$13,500.00, seconded by Commissioner Al Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Playground Mulch – Commissioner Karen Klotz moved to approve the quote from Recycled Rubber Products for an additional 10 tons of Ocean Blue Kinder Mulch for the Therapeutic Park playground in the amount of \$5,487.53, seconded by Commissioner Al Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Commissioners Park Lighting – Commissioner Phil Perez moved to approve the quote from Marchione Electric for the upgrading and replacement of the outdoor lighting fixtures at Commissioners Park in the amount of \$6,387.00 plus electrical permit fees, seconded by Commissioner Al Chmielak. Motion carried 5 votes Aye to 0 votes Nay.

Landscaping & Hydroseeding – Approval of quote from Carlin Moran Landscaping for landscape repair and hydroseeding at Commissioners Park was tabled as the proposal has not been received as of this meeting.

Public Comments – None

Executive Session – None needed

Adjournment

Commissioner Phil Perez moved to adjourn the meeting at 6:53pm, seconded by Commissioner Raechel Perez. Motion carried 5 votes Aye to 0 votes Nay.

POSEN PARK DISTRICT

General Ledger

April 1-30 2024

Date	Num	Name	Memo/Description	Amount	Balance
		10-1000 Capital Improvement Fund Acct		Beginning Balance	36,719.59
04/30/2024	INTEREST		Interest Earned	1.20	36,720.79
			Total for 10-1000 Capital Improvement Fund Acct	\$ 1.20	36,720.79
		10-1010 Public Checking Acct		Beginning Balance	229,070.74
04/03/2024	1402	Terrence Whitcomb	Section 125 Vision Insurance Premium (Employee Withholding)	-25.76	229,044.98
04/03/2024	1400	AXA Equitable	457 Plan - Employee Contribution & Company Match	-375.00	228,669.98
04/03/2024	1407	I.A.P.D	2024 Membership Dues	-1,355.09	227,314.89
04/03/2024	1405	ComEd	Electricity - All Locations	-225.48	227,089.41
04/03/2024	1401	Blue Cross Blue Shield of Illinois	Section 125 Health & Dental Insurance Premium (Employee Withholding)	-567.22	226,522.19
04/03/2024	1404	AT & T	Office Phone & Internet	-138.26	226,383.93
04/03/2024	1406	Goldy Locks, Inc.	Invoice 49929194	-49.95	226,333.98
04/03/2024	1408	Menards	Invoice 37006	-538.61	225,795.37
04/03/2024	1409	Nicor	Natural Gas	-147.41	225,647.96
04/03/2024	1410	Recycled Rubber Products	T.P. Safety Surfacing Invoice 7507	-5,487.53	220,160.43
04/03/2024	1411	Reliable Fire & Security	Invoice 105323	-211.10	219,949.33
04/03/2024	1412	Terrence Whitcomb	HRA & Phone Reimbursement	-465.00	219,484.33
04/03/2024	E-pay	Illinois Dept. of Revenue	Illinois Withholding - March 2024	-260.71	219,223.62
04/03/2024	E-pay	United States Treasury	Federal 941 Withholding - March 2024	-1,168.18	218,055.44
04/03/2024	E-pay	I.D.E.S.	2024 1st Quarter State Unemployment Insurance	-140.38	217,915.06
04/03/2024	1403	A-Abel Roofing, Inc.	Pavilion Roofing Downpayment M.P. & T.P.	-5,500.00	212,415.06
04/05/2024		State of Illinois - Comptroller	Comptroller Replacement Tax	1,133.90	213,548.96
04/11/2024	1415	TrueNorth Companies, L.C.	FY 24-25 Insurance Renewal	-13,492.00	200,056.96
04/11/2024	1414	Illinois Public Risk Fund	Invoice 92344 FY 24-25 W.C Premium	-3,605.00	196,451.96
04/12/2024		QuickBooks Payroll Service	Direct Deposit Pay Period 03/16/2024-03/31/2024	-2,198.76	194,253.20
04/15/2024	DD1419	Terrence J. Whitcomb	Direct Deposit Pay Period 03/16/2024-03/31/2024	0.00	194,253.20
04/15/2024	DD1418	Jeffrey A. Govensky	Direct Deposit Pay Period 03/16/2024-03/31/2024	0.00	194,253.20
04/22/2024			Comptroller Replacement Tax & Soccer Club Donation Towards Lighting	1,811.36	196,064.56
04/25/2024	E-pay	I.D.E.S.	2024 1st Quarter State Unemployment Insurance (w/corrected form filing)	-4.79	196,059.77
04/26/2024	1416	Bankcard Processing Center	P Card	-1,079.18	194,980.59
04/26/2024	1419	National Recreation and Park Association	Director Yearly Membership Dues	-115.00	194,865.59
04/26/2024	1421	Service Sanitation	Portable Restrooms	-111.28	194,754.31
04/26/2024	1422	Wex Bank	Fuel Card	-134.55	194,619.76
04/26/2024	1420	Nicor	Natural Gas	-125.32	194,494.44
04/26/2024	1418	Menards	Invoice 39440, 39904	-152.63	194,341.81
04/26/2024	1417	Alta Construction Equipment Illinois LLC	Invoice SP4/86737	-790.27	193,551.54
04/30/2024	DD	Jeffrey A. Govensky	Pay Period: 04/01/2024-04/15/2024	-1,043.56	192,507.98
04/30/2024	DD	Terrence J. Whitcomb	Pay Period: 04/01/2024-04/15/2024	-1,245.20	191,262.78
			Total for 10-1010 Public Checking Acct	-\$37,807.96	191,262.78

Posen Park District Board Of Commissioners

Regular Business Meeting Schedule for Fiscal Year 2024-2025

(All Meetings Are Held On The First Tuesday Of The Month At 6:30pm At The Memorial Park Office 14200 Campbell Avenue Posen, Illinois 60469 Unless Otherwise Indicated)

Tuesday May 7th, 2024

Tuesday June 4th, 2024

Tuesday July 2nd, 2024

Tuesday August 6th, 2024

Tuesday September 3rd, 2024

Tuesday October 1st, 2024

Monday November 4th, 2024*

Tuesday December 3rd, 2024

Tuesday January 7th, 2025

Tuesday February 4th, 2025

Tuesday March 4th, 2025

Tuesday April 1st, 2025

*** - Regular 1st Tuesday is Election Day**

ORDINANCE # 2024-1

AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE POSEN PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE FIRST (1ST) DAY OF MAY, 2024 AND ENDING ON THE THIRTIETH (30TH) DAY OF APRIL 2025

BE IT ORDAINED BY THE POSEN PARK DISTRICT BOARD OF COMMISSIONERS, Cook County, Illinois:

SECTION 1 It is hereby found and determined that:

- (a) This Board has caused to be prepared a Combined Annual Budget and Appropriation in tentative form, which has been available for public inspection for at least 30 days prior to final action; and
- (b) A public hearing was held at the Park District Office, 14200 Campbell, Posen, Illinois on the 4th day of June, 2024 on said Ordinance, notice of said hearing having been given at least one (1) week prior by publication in the Midlothian–Bremen Messenger, a newspaper published within the Park District; and
- (c) That all legal requirements for the adoption of the Annual Budget and Appropriation Ordinance of the Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025 have been met.

SECTION 2 The following sums of money are hereby budgeted and appropriated for the fiscal year beginning the first (1st) day of May, 2024 and ending on the thirtieth (30th) day of April, 2025:

<u>Item Description</u>	<u>Budget</u>	<u>Appropriation</u>
Anticipated Income By Source		
Property Tax Revenue	\$190,000.00	\$200,000.00
Replacement Tax	\$20,000.00	\$25,000.00
Other Income	\$15,000.00	\$75,000.00
Existing Carryover	\$200,000.00	\$200,000.00
Total Anticipated Income	\$425,000.00	\$500,000.00
Expenses By Fund		
Personnel Expenditures	\$75,000.00	\$80,000.00
Dues and Conferences	\$6,000.00	\$7,500.00
Legal Expenses	\$4,000.00	\$5,500.00
Office Equipment & Supplies	\$3,500.00	\$4,500.00
Utilities	\$8,500.00	\$10,000.00
Parks & Grounds Maintenance Expenses	\$12,500.00	\$20,000.00
Comprehensive Liability Insurance	\$15,000.00	\$16,000.00
Workers Compensation Insurance	\$3,700.00	\$4,000.00
Public Official Surety Bond(s)	\$400.00	\$1,000.00
Audit/Compilation of Previous Fiscal Year Expenditures	\$5,000.00	\$6,000.00
Fundraisers	\$4,200.00	\$5,500.00
Corporate Fund Total	\$137,800.00	\$160,000.00
Personnel Expenditures	\$45,000.00	\$50,000.00
Programs and Events	\$12,200.00	\$25,000.00
Equipment Replacement	\$8,500.00	\$35,000.00
Recreation Fund Total	\$65,700.00	\$110,000.00
Joint Recreation/A.D.A. Improvement Expenditures	\$21,500.00	\$25,000.00
Joint Recreation Fund Total	\$21,500.00	\$25,000.00

Capital Projects and Purchasing/Reserve Fund	\$200,000.00	\$205,000.00
Capital Improvement Fund Total	\$200,000.00	\$205,000.00
Total Expenses All Funds	\$425,000.00	\$500,000.00

SECTION 3 The following determinations have been made and are hereby made a part of this budget:

- a. An estimate of the cash on hand at the beginning of the fiscal year is \$200,000.00.
- b. An estimate of the cash expected to be received during the fiscal year is \$300,000.00.
- c. An estimate of the expenditures contemplated for the fiscal year is \$500,000.00
- d. An estimate of the cash expected to be on hand at the end of the fiscal year is \$0.00.
- e. An estimate of the amount of taxes to be received during the fiscal year is \$200,000.00.

SECTION 4 The receipts of the Posen Park District acquired during this fiscal year that are not specifically appropriated, and all unexpended funds from preceding fiscal years retained in the accounts of the Posen Park District as of the end of the previous fiscal year on April 30, 2023, shall be re-appropriated, transferred into, and become part of the Capital Improvement Fund when the receipts from the new fiscal year derived from taxation are received by the District. All sums of money not immediately needed may be invested by the District in interest bearing obligations, provided they are fully insured by the Federal Deposit Insurance Corporation.

SECTION 5 All ordinances or parts of ordinances conflicting with any provisions of this ordinance are hereby repealed to the extent of such conflict. If any provision of this Ordinance is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue to be valid and enforceable.

SECTION 6 This ordinance shall be in full force and effect immediately upon its passage this 2nd day of July, 2024 by roll call vote of the Board of Commissioners.

NOTICE OF PUBLIC HEARING FOR POSEN PARK DISTRICT
BUDGET & APPROPRIATION ORDINANCE

The Combined Annual Budget & Appropriation Ordinance for the Posen Park District is available for public inspection as of May 7th, 2024. The total amount appropriated for all funds for the fiscal year beginning May 1, 2024 and ending April 30, 2025 is Five Hundred Thousand Dollars (\$500,000). Interested parties may call the Posen Park District Office at (708) 371-1484 to set up a time to view the Ordinance. The Ordinance is also posted for public viewing at our office at Memorial Park 14200 Campbell Avenue, as well as on our website at www.posenparkdistrict.org. A Public Hearing for the 2024/2025 Budget & Appropriation Ordinance will be held during the regularly scheduled meeting of the Board of Commissioners on Tuesday June 4th, 2024 at 6:30PM at the Offices of the Posen Park District at 14200 Campbell Avenue, in Memorial Park. Members of the public are encouraged to attend and submit their questions regarding the Budget & Appropriation Ordinance. Final action on, and passage of the Ordinance is scheduled for Tuesday July 2nd, 2024. Any person desiring additional information on the Budget & Appropriation Ordinance may contact Terrence Whitcomb, Director of Parks & Recreation of the Posen Park District, at (708) 371-1484. Please leave your name and telephone number and all inquiries will be promptly returned.