

**Minutes of the Regular Meeting of the Posen Park District**  
**Board of Commissioners On Thursday November 18, 2010 at 7:00PM**  
**at the Offices of the Park District on 143<sup>rd</sup> & Campbell**

**Opening:**

President Whitcomb called the meeting to order at 7:04 pm. Upon roll call, the following Commissioners were present: Whitcomb, Murphy, Chmielak, Lopez, and Haran. President Whitcomb led those assembled in the Pledge of Allegiance.

**Additions/Revisions to the Agenda:** None.

**Citizens to Be Heard:** None.

**Approval Of Minutes:**

President Whitcomb presented the Open Session minutes of the November 4, 2010 Regular Meeting.

Commissioner Murphy moved to approve the minutes, seconded by Commissioner Haran. Roll Call as follows:

Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

President Whitcomb presented the Executive Session minutes of the November 4, 2010 Regular Meeting.

President Whitcomb moved to approve the minutes with the stipulation that they remain closed to the public, seconded by Commissioner Chmielak. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

**Approval of Ordinances & Agreements:**

**2010/2011 Tax Levy Finalization & Approval Calendar:** President Whitcomb presented the preliminary levy to the board. Commissioner Murphy asked about how the levy figures were determined and President Whitcomb explained that although the CPI will result in the levy being reduced, this reflects us asking for the maximum allowed 5% increase in PTELL capped funds, along with correcting an earlier error by the prior Board to ask for the full 4 cent allowed levy per \$100 of Equalized Assessed Valuation in the District for the Handicapped Levy. This change will ensure us access to additional needed funds to improve our ADA and handicap accessibility to our grounds. Commissioner Haran inquired about how and when we receive this money, and President Whitcomb attempted an explanation of Cook County and Illinois property tax laws and how what we decide now, affects the district for essentially the next two years. Commissioner Chmielak stated he now supports the levy figures as presented after the numbers were laid out and it was explained to him that we cannot afford to stop asking for what we can if we want to build up towards offering recreational programming and eventually putting an administrative staff in place. The Board agreed to approve the levy as presented, and the approval calendar was set as follows: 1<sup>st</sup> reading: December 2, 2010 Meeting, Public Hearing & Second Reading: December 16, 2010 prior to Meeting, 3<sup>rd</sup> Reading & Approval Vote: December 20, 2010 Special Meeting

**Finance & Capital Improvements: Commissioner Murphy**

**Treasurer's Report & Bills Statement:** Commissioner Murphy presented the Treasurer's Report to the Board. The old First Midwest Account was closed out and a new account was opened on 10/30/2010 with the beginning balance of \$4,728.41. A transfer of funds was made to the Chase Account leaving the end First Midwest balance as of 11/18/2010 at \$499.98. The beginning balance on 10/29/2010 in the Chase Account was \$5,611.36. Total Expenses were \$3,426.02. Total receipts were \$350.44 plus the transfer of \$4,228.43. The ending register balance on 11/18/2010 was \$6,764.21. Commissioner Chmielak expressed his concern that the starting and ending numbers on the reports are not matching up from month to month, and that we should have a separate bills list to approve in addition to a Treasurer's Report. President Whitcomb stated that we should be able to print the bills list as well, and print a General Ledger rather than a Reconciliation Report. Commissioner Chmielak moved to approve the Treasurer's Report as presented, seconded by Commissioner Lopez. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. Commissioner Chmielak moved to

approve payment of outstanding bills, seconded by Commissioner Haran. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

**Renewal of Loan:** The loan obtained through First Midwest will be renewed next Tuesday. The paperwork is being processed by a new loan officer since our previous loan officer retired last week.

**Liability Insurance Renewal:** President Whitcomb has begun reviewing and making the necessary paperwork changes. The inventory will still need to be completed.

**Audit:** Commissioner Haran inquired about our sought after parameters for the audit, to which President Whitcomb responded that we need a full audit for one fiscal year. The Board will make inquiries as to pricings so that we can proceed with an audit. Commissioner Chmielak moved to set this matter out to the Finance Committee to research and assemble a list of firms and pricing for final board approval, seconded by Commissioner Haran. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye.

#### **Buildings & Grounds: Commissioner Chmielak**

**Tasks Completed:** The process of winter preparation continues as picnic tables have been brought into the yard, the yard has been organized, and garage organization and cleanup is underway. The rebuilding of the back bench and platform area has begun and it will be painted before anything is organized. The deck benches have been installed at Memorial Park and the pathway is complete. More benches will be constructed over the winter for the other parks. The truck is leaking and may need a new water pump. Also we may want to get the gas gauge fixed so we can know how much fuel is in the tank at any time.

**Inventory:** The process has begun, but more organization is needed before it can be done in detail.

#### **Recreation & Community Outreach: Commissioner Lopez**

**Blood Drive:** Commissioner Lopez has had email correspondence with Shad Spies on four occasions. He is waiting to hear back from him again to see if we can set a date. It is feasible for us, and they are only expecting a reasonable chance of raising 25 units of blood, which we feel that we should exceed.

**Winter Newsletter:** The content was discussed and a preliminary draft will continue to be worked on. We will also consider going to a school dispersal method and copies distributed to sites in town rather than door to door.

**Park District Apparel Order:** President Whitcomb discussed ordering new shirts, which does not have to happen immediately, but should be done before the spring so we can begin an employee uniform policy to represent the park district when working in the parks next year. A brief discussion ensued about the viability of the logo and potential alterations, to which it was stated that we could always begin work on our upcoming 55 year anniversary logo if the current one becomes unpopular.

**Other:** Commissioner Lopez sought permission to write a Forum letter to the SouthtownStar thanking the Build Day volunteers, to which the Board agreed.

President Whitcomb stated that he was contacted by Trustee Schnering from the village regarding Midlothian Little League, wanting to contact us and come to a meeting to discuss baseball. They were told to come to the December 2 meeting.

#### **Planning & Development: Commissioner Haran**

**Police Enforcement & Graffiti Ordinance Development:** Commissioner Haran is continuing to work on the development of the ordinance and hopes to have a preliminary draft at the next meeting. Corporal Alexander was unable to come tonight and will hopefully be able to make it to a future meeting.

#### **Personnel & Policy: President Whitcomb**

**Bond Recovery:** President Whitcomb stated that the tabulation is complete and the paperwork will be resubmitted after the holiday when the representative from Travelers is back in the office.

**Employee Manual:** President Whitcomb stated he is seeking to table this until the January 6, 2011 meeting, when he hopes to have a draft for review after working on it over Christmas break. President Whitcomb moved

to table discussion on the Employee Manual until the January 6, 2011 meeting, seconded by Commissioner Chmielak. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye.

**Revision of Rental Fees/Policies:** President Whitcomb distributed a preliminary proposal for revisions to rental rates and policies for the 2011 year. The Board will review this proposal and the matter will be discussed further at the next meeting.

**Superintendent Reappointment/Status Check:** President Whitcomb stated there is no change in the status of the Superintendent at this time. The case will need to be discussed in Executive Session.

**Hiring of Secretary/Treasurer:** President Whitcomb stated that he will soon be hard pressed to continue with the secretarial duties. The plan was always to return this support position to the park district. The Board should keep candidates in mind.

**Attorney Report:** None

**Superintendent Report:** None

**Old Business:**

**Long Term Planning:** Nothing at this time.

**New Business:**

**Carnival Preparation:** Potential carnival companies need to be researched and contacted to set up the date immediately. President Whitcomb said that he believes a mid to late August date, right before start of school, would be best to not conflict with other festivals in the area and get optimal weather conditions. Commissioner Haran will contact St. Chris for the contact information for the carnival company that does the Fiesta, and President Whitcomb has already attempted to send out feelers.

**Executive Session (if needed):**

Commissioner Chmielak moved to enter Executive Session, seconded by Commissioner Murphy. Result of Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. The Board entered Executive Session at 8:46pm.

Commissioner Chmielak moved to exit Executive Session, seconded by Commissioner Murphy. Result of Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. The Board reentered Open Session at 8:59pm.

**Action on Executive Session Discussion (if needed):** None needed.

**Other:** Commissioner Chmielak mentioned the Boy Scout Troop wants to camp out in the park the Saturday after Thanksgiving. The Board had no objection. President Whitcomb will draw up the permit.

**Open To Public:** Jody Chmielak said that we should get and spread more biosolids as they have already had a great impact on the back area of the park.

**Adjournment:**

Commissioner Murphy moved to adjourn the meeting, seconded by Commissioner Haran. All Commissioners voted Aye, meeting adjourned at 9:04pm.