

Minutes of The Regular Meeting
Of The Posen Park District
Held On February 3, 2010
At The Offices Of The Posen Park District
143rd & Campbell

Opening:

President Lemke called the regular meeting to order at 7:03PM. Upon roll call by Commissioner Whitcomb, Commissioners Lemke, Whitcomb, Murphy, and Nichols were present. Commissioner Myers was absent.

Additions/Revisions to Agenda: None

Citizens To Be Heard: None

Approval of Minutes:

Commissioner Whitcomb presented the Regular Meeting minutes of January 5, 2010 to the Board. Commissioner Whitcomb mentioned that the recorder cut out after the maintenance report as the tape ended, and that the rest of the minutes were compiled from notes. Next time the tape will be fully rewound before recording. Commissioner Murphy moved to approve the Regular Meeting minutes of January 5, 2010 as presented. Commissioner Lemke seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Commissioner Whitcomb presented the Special Meeting Minutes of January 14, 2010, and the Executive Session Minutes from the January 14, 2010 meeting for approval. Commissioner Lemke motioned to accept the Special Meeting Minutes of January 14, 2010 as presented. Commissioner Murphy seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried. Commissioner Murphy motioned to accept the Executive Session Minutes of the January 14, 2010 Special Meeting. Commissioner Lemke seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Approval of Ordinances/Agreements:

Commissioner Whitcomb presented the Employee Job Description for Superintendent of Parks & Grounds for approval. Commissioner Whitcomb stated that Commissioner Lemke requested to have this additional job description created to establish for Jim's official title as well as for supervisory capacity over any part time help we may hire. Commissioner Lemke motioned to approve the job description for Superintendent of Parks & Grounds as presented. Commissioner Murphy seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Reports:

Finance:

Commissioner Murphy presented the bills statement for approval. The beginning balance for the month was \$16,356.21. The bills presented totaled \$9,782.58. The incoming deposits totaled \$2,549.39. Ending balance for 01/31/09 is \$10,131.42. Commissioner Whitcomb stated that additional bills had been paid that were not included on the report as they were given to Mr. Jacobs after this report was already created. These were ComEd, Nicor, and AT&T payments as normal. Commissioner Whitcomb stated that we need to explore our payment of 941 taxes now that Jim is off duty. We may have our obligations reduced. Commissioner Murphy will check on this matter. Commissioner Whitcomb moved to approve the bills as presented. Commissioner Lemke seconded. Roll call taken, all Commissioners voted Aye, motion carried.

Capital Improvements: None

Maintenance: None

S.W.S.R.A:

Commissioner Whitcomb reported on the January SWSRA meeting, which was held at the Posen Community Center. The SWSRA audit was approved and the SWSRA Business Manager received our payment. Commissioner Whitcomb will submit his reimbursement for refreshments at a later date. The next meeting is at the Alsip Park District on February 24th.

Commissioner At Large: None. Commissioner Myers Absent.

Superintendent's Report: None

Attorney Report:

Commissioner Whitcomb went to Attorney Narko's office and handled the filing verification of the Tax Exempt Property sheet after receiving a phone call. Our property sold to IDOT was transferred to their jurisdiction. Commissioner Whitcomb mentioned we need to change the fax machine ink after the meeting.

Old Business:

IAPD Membership & 2010 Conference:

Commissioner Murphy and Commissioner Whitcomb reported on the conference. Commissioner Murphy attended finance classes and mentioned that both of them will be completing the online FOIA officer training. Commissioner Whitcomb mentioned we would also have to complete Open Meetings Act training. Contacts were made with various companies.

IDOT Equipment Purchase:

Commissioner Murphy mentioned that there is an IDOT meeting tomorrow at the Community Center to discuss the expansion and that he wants to give Greg Busey the model numbers of the equipment pieces. The Board discussed the equipment pieces and the installation process through Playworld including possible community builds. Commissioner Nichols motioned to purchase the two pieces of equipment proposed in the Playworld catalog. Commissioner Lemke seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Adjust Board Meetings:

Commissioner Whitcomb stated that this topic had been brought up last month about changing the frequency and day of meetings to better facilitate a turnaround on business, correspondence, and payroll in the future. This change would be effective at the start of the next fiscal year in May. Commissioner Lemke mentioned Thursday would be fine. Commissioner Murphy motioned to approve changing the meetings to every other week on Thursday evening at 7:00pm. Commissioner Nichols seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

New Business:

Account Change:

The adding of Commissioner Murphy to the bank account as finance officer as well as changing to two signature checks was discussed for increased security and oversight. Commissioner Lemke mentioned the account was changed last year, and that now Don can come in and pay the bills quickly without waiting for an additional signature. Commissioner Whitcomb motioned to add Commissioner Murphy to the account and switch to dual signature requirements on checks.

Commissioner Nichols seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Equipment Installation:

Commissioner Whitcomb mentioned we need to find out what the company's definition of installation is for equipment; whether we need to pay extra for borders and rubber chips, and that we may need to steamroll Therapeutic Park prior to installation.

Cell phone Service:

The Nextel bill was discussed in relation to the number of minutes utilized last billing period and that they were not related to park district business. Commissioner Whitcomb commented that we should just cancel all phones and reinstate Jimmy's when he returns to work. Commissioner Nichols stated that Jim should still be at work, to which Commissioner Whitcomb responded with a detailed account of how to utilize Workman's Compensation and that in fact Jim is where he should be given the state of his injury. Commissioner Lemke stated that this phone is the only way to contact him and that he only uses it on free nights and weekends. Commissioner Whitcomb replied that free or not, personal business is not to be conducted on park district cell phones. Commissioner Murphy stated we should take the plan down to one phone; lowest possible minutes, and add Jimmy back when he comes back to work. Commissioner Whitcomb motioned to take the phone plan down to one phone (for Commissioner Lemke) on the lowest possible minutes, to be used for park district business, and to add a second phone when Jim returns to work. Commissioner Murphy seconded the motion. Roll call taken, all Commissioners voted Aye, motion carried.

Correspondence:

- Chicago Area LECET reminder on low bid contract requirements.
- Letter from Dan Hynes Comptroller stating we need to file our annual financial report. This is the responsibility of our Treasurer. Commissioner Murphy will talk to Don
- Some mail is addressed to the wrong P.O. Box, which we will need to fix; this letter is from J.S. Paluch and is a bill for ad space. Commissioners Murphy and Whitcomb will respond.
- Letter from Treasurer Maria Pappas on Cook County Disclosure Ordinance that we need to file our financial statements online as soon as possible.
- IRS letter stating we need to pay 941 taxes from a past quarter. Commissioner Murphy will speak with them.
- The bank statement has arrived and some of these checks are not listed on our December finance report. Commissioner Murphy and Nichols will look into this on Saturday at the bank.
- The new Tax Exempt number letter was received

Open to Public: None

Executive Session (If Needed):

Commissioner Murphy motioned to go into executive session to discuss litigation. Commissioner Nichols seconded the motion. Roll call taken, all Commissioners voted Aye, the board entered Executive Session at 8:00pm.

At 8:10pm, Commissioner Murphy motioned to return to the regular meeting. Commissioner Lemke seconded the motion. The board returned to the regular meeting at 8:11pm.

Adjournment:

Commissioner Murphy made the motion to adjourn the meeting. Commissioner Nichols seconded the motion. All Commissioners voted Aye. The meeting adjourned at 8:16pm.