

Minutes of The Regular Meeting
Of The Posen Park District
Held On January 5, 2010
At The Offices Of The Posen Park District
143rd & Campbell

Opening:

President Lemke called the regular meeting to order at 7:06PM. Upon roll call by Commissioner Whitcomb, Commissioners Lemke, Whitcomb, Murphy, and Nichols were present. Commissioner Myers was absent.

Additions/Revisions to Agenda:

Approval of Freedom of Information Act Officers added.

Citizens To Be Heard:

None

Approval of Minutes:

Commissioner Whitcomb presented the combined Public Hearing & Regular Meeting minutes of the December 1, 2009 to the Board. Commissioner Whitcomb moved to approve the minutes as presented. Commissioner Nichols seconded the motion. All Commissioners voted Aye, motion carried.

Approval of Ordinances/Agreements:

Commissioner Whitcomb presented Resolution 010509-1 regarding Holiday, Personal Leave, Vacation Time and Election Days off to the board, stating that we need to approve our own policy as the one we have been operating off of is in fact a Village of Posen policy and thus not legally binding for the Park District. This resolution is simply to set our own distinct policy as a governmental body. Commissioner Nichols motioned to approve Resolution 010509-1, seconded by Commissioner Murphy. Roll Call vote indicated Ayes: Lemke, Nichols, Murphy, Whitcomb. Nays: None. Motion carried.

Commissioner Whitcomb presented the Employee Job Descriptions for Maintenance Technician and Administrative Assistant for approval. Commissioner Whitcomb stated that Evelyn Gleason from Midlothian Park District provided him with their job descriptions to work off of. The Treasurer Job Description will still need to be created. Commissioner Whitcomb stated that we need these in place in case any employee discipline and performance issues were to arise so that we have definitive records to refer to and enforce. Commissioner Lemke stated that we need to have an additional job description for the Superintendent modified off of the Maintenance description. Commissioner Murphy motioned to approve the Job Descriptions for Maintenance Technician and Administrative Assistant as presented, seconded by Commissioner Nichols. Roll Call vote indicated Ayes: Lemke, Nichols, Murphy, Whitcomb. Nays: None. Motion carried. Commissioner Whitcomb will bring a Superintendent of Parks and Grounds Job Description for approval at the February meeting.

Reports:

Finance:

Commissioner Murphy presented the bills statement for approval. The beginning balance for the month was \$9,075.28. The bills presented totaled \$18,821.67. The incoming deposits totaled \$29,723.58. Ending balance for 12/31/09 is \$19,997.19. Commissioner Murphy stated that he

and Commissioner Whitcomb are attending the IAPD conference and the charges to IAPD cover the conference registration, 2010 membership, and the finance workshop attended by Commissioner Murphy last month. Also, Commissioner Whitcomb stated that we are working on setting an account with Jebens Hardware now that Ebels Hardware is closing. All Commissioners expressed frustration with the continued Service Sanitation bills and Commissioner Whitcomb stated to check and see if Don made a typo on the Finance report or if we shorted IAPD 5 dollars. Mark and Jim will confer with Workman's Compensation to see whether they want us to return the checks paid to Jim when we also paid him in order to clear up any issues once and for all. Commissioner Whitcomb will start retrieving the mail while Jim is on Workman's Compensation. Commissioner Lemke moved to approve the bills as presented. Commissioner Nichols seconded. All Commissioners voted Aye, motion carried.

Capital Improvements:

Commissioner Murphy called IDOT on the letter located by Commissioner Whitcomb and his family regarding our being owed equipment by IDOT as part of the Tollway deal. We are owed two pieces of park equipment up to \$15,000 each in value. Greg Busey at IDOT is attempting to requisition a check for \$30,000 for us so we can apply for a matching grant and do the renovation ourselves. Commissioner Whitcomb stated since the letter also states IDOT covers installation of the equipment, we should have them buy and install the equipment rather than take a check and lose on installation costs. While a matching grant with funds would be nice, no cost to the Park District aside from maybe some bordering and rubber chips would be preferable to our paying for equipment and installation ourselves at anywhere from 40-50 percent of the equipment cost. Commissioner Whitcomb motioned that we follow the letter of the agreement and have IDOT buy the equipment outright and install it rather than accepting a check from IDOT. Commissioner Lemke seconded the motion. Roll Call indicated Ayes: Lemke, Nichols, Whitcomb, Murphy. Nays: None. Motion carried. Commissioner Murphy and Whitcomb will look at showroom equipment from the vendors at conference and see what is out there for us and bring back suggestions for the February meeting.

Maintenance:

Commissioner Nichols had nothing to report.

S.W.S.R.A:

Commissioner Whitcomb reported on the December SWSRA meeting, which was held at the Summit Park District. Posen will now host the January 20th meeting at the Community center at 10am. The SWSRA audit was presented and will be approved next month. Posen will host the January meeting at the Community Center. Commissioner Whitcomb will acquire refreshments and bring back receipts for reimbursement. Also, our payment of \$6534.00 for the first half of 2009 is due and we need to pay while we have the funds in our account. Commissioner Nichols said he would sign a check for that after the meeting since Don is absent.

Commissioner At Large:

Commissioner Myers was absent.

Superintendent's Report:

Superintendent Jozwiak was in attendance as an off duty citizen.

Attorney Report:

The Board has received a discovery request from Sullivan's attorney through Attorney Narko regarding the Zuziak purchase requesting a number of documents and interrogatories. After discussion, it was agreed that Commissioner Whitcomb would contact Attorney Narko and

attempt to set up a Special Meeting for one of the next two Thursdays to discuss Zuziak. Commissioner Whitcomb would then contact the Board and post the notice.

Old Business:

IAPD Membership & 2010 Conference:

Covered under Finance.

Website Report:

Commissioner Whitcomb stated that the website is up and running and will send the final updates to David for uploading. The second installment for \$250.00 is due.

Seven Utilities:

Commissioner Murphy stated that the company is trying to find other government bodies to attach us to so they can do a group bid for utility service reductions.

New Business:

Adjust Board Meetings & New Accounts:

Commissioners Whitcomb and Murphy expressed that it would be prudent to continue to seek new service accounts with businesses in the area to acquire equipment and supplies as cheaply as possible. They also stated that we as a Board need to explore changing our meeting day of the week and time of month in order to stay on top of legal matters and payment of bills and payroll in the future. The Board members agreed to think about the matter and make a decision on a new schedule next meeting for the next fiscal year.

Approval of FOIA Officers:

In compliance with the new changes to the Freedom of Information Act, the Board discussed appointing officials to undergo the online training and oversee any requests we may receive in the future. Commissioner Nichols motioned to name Commissioners Whitcomb and Murphy as FOIA officers, seconded by Commissioner Lemke. Roll Call indicated Ayes: Lemke, Nichols, Murphy, Whitcomb. Nays: None. Motion carried.

Correspondence:

None

Open to Public:

No Public in Attendance.

Executive Session (If Needed):

None needed.

Adjournment:

Commissioner Murphy made the motion to adjourn the meeting. Commissioner Nichols seconded the motion. All Commissioners voted Aye. The meeting adjourned at 7:55PM.