

**Minutes of The Public Tax Levy Hearing  
& Regular Meeting  
Of The Posen Park District  
Held On December 1, 2009  
At The Offices Of The Posen Park District  
143<sup>rd</sup> & Campbell**

**Public Hearing Call to Order:**

President Lemke called the public hearing on the tax levy to order at 7:06PM. Upon roll call by Commissioner Whitcomb, Commissioners Lemke, Whitcomb, Murphy, Myers, and Nichols were present. Employees present were Treasurer Donald Jacobs, absent was Superintendent James Jozwiak.

**Open To The Public:**

President Lemke opened the floor to the public for questions on the 2009/2010 Tax Levy. No public was present and no questions were asked. The floor was closed to public comment.

**Adjournment:**

Commissioner Whitcomb motioned to close the hearing, Commissioner Lemke seconded. All Commissioners voted Aye. Hearing adjourned at 7:13PM

**REGULAR MEETING:**

**Opening:**

President Lemke called the regular meeting to order at 7:14PM. Upon roll call by Commissioner Whitcomb, Commissioners Lemke, Whitcomb, Murphy, Myers, and Nichols were present. Employees present were Treasurer Donald Jacobs, absent was Superintendent James Jozwiak.

**Additions/Revisions to Agenda:**

None

**Citizens To Be Heard:**

None

**Approval of Minutes:**

Commissioner Whitcomb presented the minutes of the November 3, 2009 regular meeting to the Board. Commissioner Myers moved to approve the minutes as presented. Commissioner Murphy seconded the motion. All Commissioners voted Aye, motion carried.

**Approval of Ordinances/Agreements:**

The 2009/2010 Tax Levy was presented for final consideration and approval. Commissioners agreed that no further discussion was needed. Commissioner Lemke moved to approve the Tax Levy. Commissioner Myers seconded the motion. Roll call vote was as follows. Ayes: Lemke, Whitcomb, Murphy, Myers, Nichols. Nays: None. Motion carried.

**Reports:**

**Finance:**

Commissioner Murphy presented the bills statement for approval. The beginning balance for the month was \$1,634.34. The bills presented totaled \$7,714.64. The incoming deposits totaled \$15,155.58. Ending balance for 11/30/09 is \$9075.28. Commissioner Whitcomb moved to approve the bills as presented. Commissioner Myers seconded. All Commissioners voted Aye, motion carried.

Commissioner Murphy presented the new liability insurance payment; explaining that we are going to pay for the months of October, November and December, then start a new one-year cycle January 1, 2010. This will line up our insurance payment to be after we have received a significant amount of the tax money dispersal in November and December. Commissioner Whitcomb moved to approve the liability insurance payment as presented. Commissioner Nichols seconded the motion. All Commissioners voted Aye, motion carried.

Treasurer Jacobs presented the new Workman's Compensation Insurance policy under the new company carrier for approval. It is reduced in cost approximately \$400 from last year.

Commissioner Murphy motioned to approve the Workman's Compensation Insurance policy payment. Commissioner Whitcomb seconded the motion. All Commissioners voted Aye, motion carried.

### **Capital Improvements:**

Commissioner Nichols had nothing to report.

### **Maintenance:**

Commissioner Nichols had nothing to report.

### **S.W.S.R.A.:**

Commissioner Whitcomb reported on the November SWSRA meeting, which was switched from Posen to Worth at the new SWSRA offices to celebrate the opening. Posen will now host the January meeting at the Community center. December's meeting will be in Summit. SWSRA has largely weathered the financial storm, as member districts are able to begin making payments as the tax money is coming in. Our SWSRA payments are usually due in December and April approximately, and we are otherwise up to date other than this current payment, which we should pay as soon as funds are in our account to do so. Commissioner Whitcomb stated that this park district was at one time four installments behind and that will never happen again as he will maintain constant contact with SWSRA and have our district make payments as close to on time as possible.

### **Commissioner At Large:**

Commissioner Myers had nothing to report.

### **Superintendent's Report:**

Superintendent Jozwiak was not in attendance. Commissioner Whitcomb inquired if a report had been made regarding an injury sustained by the Superintendent in October. Commissioner Nichols indicated that an accident report was completed. Commissioner Whitcomb stated that this issue should be taken up with Workman's Compensation and that there is no restricted or reduced duty for the Superintendent to perform, therefore we have the insurance and it is fiscally responsible for us to make use of it. Commissioner Murphy was given the information to contact Workman's Compensation carrier and resolve the matter.

### **Attorney Report:**

Commissioner Lemke reported that a letter was received from Attorney Narko indicating that there is currently a discovery in progress and the next date in front of the judge is January 25, 2010.

### **Old Business:**

#### **IAPD Membership & Finance Workshop Report:**

Commissioner Murphy reported that he learned quite a bit from the IAPD workshop, and submitted the payment request to Treasurer Jacobs. Commissioner Murphy stated that he will be taking a more active role in our finances and stated that we need to begin developing a master

plan of action for park district growth and development. Commissioner Murphy also stated that we as a park district couldn't take a regular bank loan by law to maintain liquidity while waiting for tax money. The only thing we can do in that case is a short-term bond issue or tax anticipation warrants, but that regular bank loans in this case are against park district and state law.

**Website Report:**

Commissioner Whitcomb stated that the website is up and running and distributed the email addresses and passwords to each commissioner. Commissioner Whitcomb said a few minor adjustments are still needed, including commissioner pictures. The second payment will have to be cut next meeting.

**Zuziak Property Update:**

Covered in Attorney's report.

**Financial Assessment:**

Commissioner Murphy has cut back the minutes and reduced the extra options on the cell phone plan, reducing the bill from almost \$150 per month down to around \$90. There is still no word from the utility management service, although once the insurance is resolved and IAPD is restored fully in January they will likely be more willing to pursue our bills for reduction.

**New Business:**

Commissioner Whitcomb presented a Privacy Policy for adoption by the Park District. Since we now have a website, we must protect ourselves in terms of client confidentiality and state that we will not sell their information and retain it only for services rendered. Commissioner Whitcomb stated that this is essentially the policy adopted by Downers Grove Park District, with our name and website substituted and the server policy statement replaced with a notice to see Go Daddy's policy on information collection through their server. Commissioner Murphy moved to approve this policy. Commissioner Myers seconded the motion. All Commissioners voted Aye, motion carried. Commissioner Whitcomb stated that it is state law that we create job descriptions for all employment positions within the district, and that this needs to be abided by immediately. Commissioner Whitcomb will inquire with other Park Districts for their information in order to draft the descriptions and discipline procedures that we require.

**Correspondence:**

None

**Open to Public:**

No Public in Attendance.

**Executive Session (If Needed):**

None needed.

**Adjournment:**

Commissioner Whitcomb made the motion to adjourn the meeting. Commissioner Myers seconded the motion. All Commissioners voted Aye. The meeting adjourned at 7:46PM.