

**Minutes of the Public Hearing on the 2011/2012 Budget & Appropriation Ordinance
& The Subsequent Regular Meeting of the Posen Park District
Board of Commissioners On Thursday April 21, 2011 at 7:00PM
at the Offices of the Park District on 143rd & Campbell**

Public Hearing:

President Whitcomb called the public hearing on the 2011/12 Budget & Appropriation Ordinance to order at 7:00pm. Upon roll call, Commissioners Whitcomb, Murphy, Chmielak, & Lopez were present. Commissioner Haran was absent.

President Whitcomb made the 2nd reading of the 2011/12 Budget & Appropriation Ordinance for the public. The public was advised of the rules for orderly conduct during the hearing. The floor was then opened to the public for comment. There were no comments from the public. The floor was closed to public comment.

Commissioner Murphy moved to adjourn the hearing, seconded by Commissioner Lopez. All Commissioners voted Aye, hearing adjourned at 7:07pm.

Opening:

President Whitcomb called the meeting to order at 7:07pm. Upon roll call, Commissioners Whitcomb, Murphy, Chmielak & Lopez were present. Commissioner Haran was absent. President Whitcomb led those assembled in the Pledge of Allegiance.

Additions/Revisions To The Agenda:

Commissioner Lopez pointed out that there was a date misprint.

President Whitcomb added Craig Payan from PA&T under Citizens To Be Heard.

Citizens To Be Heard:

Craig Payan from PA&T, our insurance carrier, delivered a presentation and overview of our insurance coverage. The Board made inquiries about additional costs to add liquor liability, additional equipment, and general questions about the nature of our coverage in regards to incidents.

Approval of Minutes:

1. The Board reviewed the regular meeting minutes of April 7, 2011. Commissioner Murphy moved to approve the minutes, seconded by Commissioner Chmielak. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Absent Whitcomb: Aye
2. The Board reviewed the special meeting minutes of April 12, 2011. Commissioner Chmielak commented on a half sentence near the bottom. The item was stricken. President Whitcomb moved to approve the minutes as corrected, seconded by Commissioner Murphy. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Absent Whitcomb: Aye
3. With the absence of Commissioner Haran, the Carnival Committee minutes of April 9, 2011 were unavailable. Commissioner Murphy moved to table the approval of these minutes until they are available, seconded by Commissioner Chmielak. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Absent Whitcomb: Aye

Approval of Ordinances/Agreements:

President Whitcomb announced that the 3rd reading and approval of the Budget would occur at the May 5th meeting.

Commissioner Reports:

Finance & Capital Improvements: Commissioner Murphy

1. **Treasurer's Report & Bills Statement:** Commissioner Murphy stated that there is not a Treasurer's Report available because of technical issues with QuickBooks that he would have to resolve. There was an Unpaid Bills List presented for approval. The board discussed the unpaid bills list, addendums, and deletions. Commissioner Chmielak submitted a reimbursement request for his garage door opener that was fried by the construction crew at Therapeutic Park when it was used for equipment storage. Commissioner Lopez moved to approve the reimbursement, seconded by

Commissioner Murphy. Call: Murphy: Aye Chmielak: Abstain Lopez: Aye Haran: Absent Whitcomb: Aye The revised total for the Unpaid Bills totaled \$270.78, not counting the reimbursement.

2. **Approve Treasurer's Report & Payment of Unpaid Bills List:** Commissioner Murphy moved to pay the unpaid bills, seconded by Commissioner Lopez. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Absent Whitcomb: Aye.
3. **Committee Assignment Items (Year End Update):**
 - a. **Audit:** Commissioner Murphy stated he has not met with Bob Brown. He will start the audit for 2009/10 in May.
 - b. **Worker Compensation Form:** Commissioner Murphy stated that President Whitcomb provided him with a payroll report request from Worker Compensation for the previous year. He will complete and submit it.

Buildings & Grounds: Commissioner Chmielak

1. **Tasks Completed:** The rain has limited exterior work. Some park areas were weed whacked, and signs were installed. They installed Egg Hunt signs at each park. The tree bench is being reconstructed and will be installed properly on the tree. The glider at Therapeutic Park has been fixed, and the other mount will be removed. The truck has been having issues, and a new battery was put in at F&F Repair. They will also be pricing the gas gauge for repair. There has been no response from people on electrical cage quotes or door replacement estimates. President Whitcomb provided copies of 2 quotes for rubber mulch at 3 parks (10,000 square feet total). The costs are \$30,000 & \$35,000. Commissioner Chmielak is going to attempt to set up an arrangement with K-5 for road screening for our pathways. Commissioner Murphy stated that we should begin mapping out rough design concepts for what we want to do with all parks. Commissioner Chmielak commented that grass is coming in where the old equipment was at Memorial Park.

Recreation & Community Outreach: Commissioner Lopez

1. **Committee Assignment Items (Year End Update):**
 - a. **Easter Egg Hunt:** Commissioner Lopez stated that he was set for Saturday. There is a rain issue, but it cannot be helped. President Whitcomb stated he would be out to help spread eggs. Commissioner Chmielak inquired if there was any setup that maintenance could do Friday, to which Commissioner Lopez responded not really, and that the only setup (egg spreading) needs to take place morning of. Commissioner Lopez stated that he would like to put out a few McDonalds certificates as special prizes for the hunt. The board agreed that would be acceptable.
 - b. **Concession Stand:** Nothing to report.
 - c. **Website:** President Whitcomb stated that David Klotz is putting the files on disk and has emailed the access codes. Once we give Tim the files, codes, and his first month payment, he will make the updates.
 - d. **Newsletter:** Nothing to report.
 - e. **Memorial Day Celebration:** There has not been a chance to communicate with the mayor.
 - f. **Other:** Commissioner Lopez commented that when the fire hydrant was replaced at Zuziak, they left a lot of dirt piled up in the horseshoe pits. He also commented that he attended a Latino Community Meeting at St. Stanislaus. The people made a number of inquiries about things they wanted done and their concerns about police response to the parks. President Whitcomb commented that he would attend the next meeting. They were also under the impression that we were getting paid as Commissioners. Commissioner Chmielak asked if any of the group knew about our board meetings so they could come voice their ideas. Commissioner Chmielak commented that he repainted at the POW/MIA on the concession stand because it was tagged with a crown design. Commissioner Lopez asked if there was any estimate for another gate at Commissioners' Park. Commissioner Chmielak stated not yet.

Planning & Development: Commissioner Haran

1. **Committee Assignment Items (Year End Update):**
 - a. **Police Enforcement Ordinance:** With Commissioner Haran absent, there was no report. President Whitcomb stated he wanted to clear up any confusion for the record and will do so again at the next meeting. He stated that this ordinance was never cast aside or shot down. It was sent for revision, with a review of the rules section of the existing bylaws to take place to eliminate double mentioning of items, and that the police enforcement ordinance as revised was to be approved as an addendum to the existing rules so that the park district could then approach the village board about an intergovernmental agreement to add all park district rules under the village code to aid in police arrests, enforcement, and prosecution in municipal court. Once

the revisions are made, the ordinance had positive reception from the entire board and could then be approved. However, we cannot do anything until the revisions are made to the proposed ordinance.

- b. **Carnival:** President Whitcomb asked if there is any update. Commissioners Murphy and Lopez stated that organization is in process and soliciting of food vendors is ongoing. Commissioner Murphy stated there will be another meeting Saturday, the committee has not met otherwise since the April 12 Special Meeting. President Whitcomb provided a donated utility tub from his father so we do not need to rent a sink. There are no locked in food vendors at this time. President Whitcomb and Commissioner Chmielak provided names of a few food vendors to inquire at. President Whitcomb forwarded the inquiry from Windy City for the poster order to Commissioner Murphy. Commissioner Lopez stated that we need volunteers to staff the screening for the Blood Drive if we do it. President Whitcomb stated that would not be a problem. Commissioner Chmielak expressed his knowledge of issues with parking on grass, and ordinances. President Whitcomb told the committee to talk to Mayor Schupek or Stan Barwock, and that we need to know who owns the frontage area so we can use it for parking.

Personnel & Policy: Commissioner Whitcomb

1. Committee Assignment Items (Year End Update):

- a. **Job Postings:** The posting is up. President Whitcomb and Commissioner Chmielak will conduct interviews as applications come in until positions are filled. Hopefully we will have new hires mid May. We need them as soon as possible. There are no work programs being advertised for this year.
- b. **Employee Manual:** President Whitcomb stated that he would be working on the manual in May and hopes to have it completed by the end of the month.
- c. **2011/2012 Meeting Calendar:** President Whitcomb stated that this would be up for approval next meeting.
- d. **Other:** Commissioner Murphy made a motion to purchase Microsoft Office up to \$300, seconded by Commissioner Chmielak. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Absent Whitcomb: Aye.

Attorney Report:

After discussion about legal status with all Commissioners needing to be re sworn in. It was determined that rather than having the attorney come out to swear us in, we will nominate a pro-tem secretary to administer oaths so it will not be a conflict of interest between Commissioners.

Superintendent Report: None.

Old Business:

1. **DNR/Posen Property Exchange:** There is no new progress to report. The village is continuing to work with DNR on a resolution. President Whitcomb will involve himself more intimately in this matter starting next month.

New Business: None.

Correspondence:

There are another round of letters from the Cook County Treasurer, but there is nothing we can do until the audit is completed. Commissioner Murphy stated that we need to renew our labor compliance posters.

Open To Public:

Jody Chmielak commented that we should revisit our conference materials because many good ideas were gained that have been set aside due to other obligations.

Executive Session (if needed): None needed.

Adjournment:

Commissioner Murphy moved to adjourn the meeting, seconded by Commissioner Chmielak. All Commissioners voted Aye, meeting adjourned at 8:44 pm.

 5/5/2011