

Minutes of the Regular Meeting of the Posen Park District Board of Commissioners
On Thursday June 16th, 2011 at 7:00 pm at the offices of the Park District on 143rd & Campbell.

Opening: President Whitcomb call the meeting to order at 7:16 pm. Upon roll call, Commissioners Whitcomb, Murphy, Chmielak, Lopez and Haran were present. President Whitcomb led those present in the Pledge of Allegiance.

Additions/Revisions to the agenda: None.

Citizens to be heard: None.

Approval on Minutes: Commissioner Lopez stated he did not have the minutes for May 19th available. President Whitcomb stated that by law, minutes from any previous meeting must be approved by the second meeting from that meeting other wise the board will be in violation of the open meeting act. President Whitcomb stated the meeting has to be adjourn cause the minutes from the May 19th, 2011 cannot be approved. President Whitcomb asked if anyone wants to make a motion to adjourn. Commissioner Chmielak suggested that the board reconvenes without adjournment to a later date. Resident Mary Ericksen suggested that board can carry on with the normal meeting and do not adjourn and come back to vote on the minutes on the date it reconvenes. President Whitcomb asked Commissioner Lopez if the minutes for May 19 would be ready on the following Monday June 20th and he said they would be. President Whitcomb motioned to have the board reconvene on June 20th for the reading and approval of the May 19th meeting minutes. Commissioner Murphy second. The motioned was approved by the board by a voice vote.

On the June 2nd, 2011 minutes, President Whitcomb mentioned that resident Carl Ericksen was incorrectly mentioned as Frank. He also mentioned that both employees passed the general standard test for spraying the parks' grounds. President Whitcomb stated he will e-mail the employee hand manual tonight and was not bale to do it as mentioned in the minutes. Commissioner Haran motioned to approve the minutes for June 2nd. President Whitcomb seconded it. Commissioner Murphy abstained. The other Commissioners voted aye, motioned carried.

Carnival Committee Meeting Minutes. Minutes for meetings on May 28th, June 5th and June 8th, 2011 were read. President Whitcomb mentioned that he was present all three meetings and Commissioner Chmielak was present at the June 5th meeting and both names were not listed as present. Commissioner Haran stated that since neither were on the committee he did not list them on the minutes as being present. Commissioner Murphy motioned to approved the minutes for May 28th, June 5th and June 8th Carnival Committee meeting minutes. Commissioner Lopez seconded it. Commissioner Chmielak passed. The other commissioners voted aye. Motioned carried.

Approval of Ordinances/Agreements: President Whitcomb read the third reading of the Prevailing Wage Ordinance 2011-2. Commissioner Murphy motioned to pass Prevailing Wage Ordinance 2011-2. Commissioner Haran Seconded it. All Commissioners voted aye. Motioned carried.

President Whitcomb reviewed the Identity Protection Policy that has been discussed on previous meetings. The policy needs to be approved by June 30th, 2011. Commissioner Murphy motioned to adopt the Identity Protection Policy. President Whitcomb seconded it. All Commissioners

voted aye. Motioned carried.

Commissioners Reports.

Finance and Capital Improvements: Commissioner Murphy stated that ledger is dated back to May 19th since he was not at the last meeting. Commissioner Murphy stated this report is from May 19th to June 15th, 2011 dates. There were four parks permits on the report. On the unpaid bills, the board was to approve the building of the bean bag boxes and bags and not show it on the Carnival Committee budget. Commissioner Chmielak questioned the approval of paying the making of the bag bean sets and the SW Guide. He stated that those expenses were not brought up or voted on. Commissioner Haran explained that they were brought at the last meeting but the meeting turned into a shouting match and no vote was taken. Commissioner Haran stated he cut the check for the SW Guide cause President Whitcomb had stated the cost of the guide would be added to the regular park district budget. President Whitcomb stated that the money has been spent so a decision has to be made on approval but on the future all expenses have to be approved by the board at a business meeting. Commissioner Haran made a motioned to approve reimburse himself 447.80 for the payment on the advertisement in the SW Guide. Seconded by Commissioner Murphy. Commissioner Chmielak voted no. The other other commissioners voted aye. motion was carried. Commissioner Chmielak asked if the Village of Posen has been approached for reimbursement for half of the of the Memorial Day expense. No one has approached them and Commissioner Haran suggested a letter be sent to the village asking for their share of the money that was spent for food and refreshments. Commissioner Murphy made a motion to approve the paying of all the unpaid bills. Commissioner Haran seconded it. Commissioner Chmielak passed. The other commissioners voted aye, motioned carried. President Whitcomb asked Commissioner Murphy on the status of the audit. Commissioner Murphy states that Bob, from the accounting firm, wants park permits, w2's and end of year reporting. Commissioner Murphy hopes to have the report within by the next meeting. Commissioner Murphy stated that Greg from IDOT has not responding to his e-mails.

Building and Grounds: Commissioner Chmielak states he has gotten quotes on repairing the pavilions. The new truck is on order and it getting a quote to get a dump feature for the new truck. New gates have been installed in Commissioner Park. One gate did not hang right and a new one is being installed in its place. Commissioner Chmielak stated he was thinking about getting a chipper but has not been able to give any details due to the way the meetings have been going. President Whitcomb stated that a second quote will be needed on the chipper. The bed shaver is no longer on sale. Would have saved \$500.00. Getting a quote on Memorial Park's tennis court from a company here in Posen. 80% of the roughs were dug out with the gator at Commissioners Park after the carnival. Two truck loads of chips will be donated. Will be getting quotes on diggin swells to divert water from the fields. Will be getting prices to cut and trim trees at Zuziak Park from Smitty's. Commissioner Chmielak stated the handicap ramp is still at Commissioners Park. Commissioner Murphy commented on how nice it was to see disable people using the ramp. The rain and carnival put the cutting of the grass behind.

Recreation and Outreach: Commissioner Lopez had no report.

Personnel and Policy: President Whitcomb stated the employee manual will be sent out and should be reviewed so it can be discussed at the next meeting. President Whitcomb discussed about changing the meeting structure. Stated the board will still meet twice a month but the first meeting will include planning, discussions of coming of events, ideas and committee reports. The second meeting will include the reading of meeting minutes, financial report, business approvals. The time length of the meetings should be cut down greatly. Planning will be done at one

meeting and action will be taken at the second meeting. Applicants for the opening in maintenance will be interviewed on Monday. Applicants for the Administration Assistance position will not be interviewed at this time. Levy audit report reply came back early this year which means tax money could become available as early as September.

Planning and Development: Commissioner Haran stated that he had no report as he had mentioned on earlier meetings that he would table the reports until after the carnival.

Carnival: Commissioner Haran stated that the volunteers that helped at the carnival were outstanding. Commissioner Haran thanked resident Mary Ericksen, who was in attendance, for her work in the beer garden as well as Commissioner Murphy and Commissioner Lopez for their work on making the carnival work out. The revenue for the carnival was \$32,787.69. The expense was \$32,242.41. Profit was \$545.28. Commissioner Haran mentioned that the carnival was rained out for two days, the beer garden was only opened for three days but still carnival made a profit of over \$500.00. Having bi lingual volunteers made it comfortable for non English speaking attendees to buy tickets. The residents came out to support the carnival and together they made it a success. Commissioner Haran thanked the Posen Police Department for the outstanding security work they did before and during the carnival. One Windy City employee was arrested as a sex offender after the Posen Police ran criminal checks on all their employees before the carnival opened. The Posen Fire Department came out on Friday when the carnival was not even opened and let the children that were there climb on the fire truck and let them wear the equipment. Commissioner Haran also thanked the Midlothian Park District for lending us tables and chairs at the last minute. Marty Burke, the head of security for St. Christopher's Fest, helped Commissioner Haran make the right connections to secure the tables and chairs from Midlothian Park District. Commissioner Murphy mentioned that the restrooms were not serviced one day, \$2125.00 was the total amount paid out to security which was paid out in cash. That money was taken from the ticket sales and beer tent proceeds. The D.J. was moved from Thursday to Sunday. Total beer amount that was used was Four and three quarters kegs. Even with two cold days. Commissioner Murphy stated that there was no security for Thursday and was cut back to two security people on Friday. The midway did stay opened for an extra hour on Sunday. Security cost less than anticipated. The expense total was \$10,806.41 not including the pay out percentage to Windy City. Commissioner Chmielak stated that report is not itemized and should be. President Whitcomb stated that a new expense report will need to be done that will show money made on the beer sales, ticket sales, 50-50 raffle sale, carnival games. There was no money listed from the Posen Park Grill and Commissioner Chmielak commented it should be listed as well as any deposits made. Commissioner Haran stated that there is \$207.25 from the grill sales but \$50.00 of that has to go to pay for the gas tank for the cooking grill. Deposits made are not detailed on the report. President Whitcomb suggested that the board should meet at a future date to discuss if a carnival should be planned for next year. Commissioner Murphy stated that the SWAP program brought a great crew. They did a fantastic job cleaning up Saturday and Sunday mornings and without the crew the rest of the mulch would not have been put down in time. The Sheriff people were very helpful and they also said they are available for more than just special events. They will come and help to help build a park for a day. As long as they don't use power equipment they are available any day of the week.

Attorney Report: None.

Old Business: President Whitcomb mentioned that he will have The University of Illinois Extension people come to the July 7th meeting.

Correspondence: President Whitcomb stated that IAPD online training course regarding the Open Meeting Act and the Freedom Information Act has to be taken by him and Commissioner Murphy. He stated that it would be beneficial that all board members take the training on line.

Open to Public: Commissioner Chmielak wanted to know how they felt about the future of the baseball field next to the building by the playground. He wants to either tear it down or start fixing it up again. Commissioner Murphy mentioned he would like to see it fixed up and use it for t-ball. Commissioner Chmielak asked Commissioner Murphy if he still wants to offer archery classes. Commissioner Murphy states he would like to start the program but its hard to do anything without someone being in the office to answer the phone. President Whitcomb stated he will start interviewing shortly and will have someone in the office a couple of days a week. Commissioner Chmielak stated that he would like to know what Commissioner Lopez needs to get done with the concession stand so that they can get started on it. Commissioner Chmielak asked if the concession should be opened for the Dixie Dash that being held Saturday. Without knowing what is involved when the cars come through Posen, it was suggested that the Dash Committee be approached about possibly the park district getting involved. The Village of Posen is holding a village wide garage sale this Saturday and Commissioner Chmielak suggested the park holds a second chance sale with the residents that are participating in the village sale next Saturday. The park will make flyers and they will be handed out to each house that is registered and listed on the village list. President Whitcomb volunteered to go to every house that is having the yard sale.

Resident Mary Ericksen advised Commissioner Chmielak that the park employees were seen driving the district park truck without wearing their seat belts. She also questioned the voting procedures during the new meeting formats. President Whitcomb advised if voting is needed it will be taken during that meeting. Mary asked why the park employees could not be used for the carnival. Commissioner Chmielak stated the budget does not allow extra hours for the employees to work at the carnival when they are needed to do regular maintenance work at all the parks. President Whitcomb stated that the four carnival committee meetings were illegal. They broke the open meeting act. He stated the board acted illegally when the budget was approved to \$120000 from the original budget of \$4000.00. When asked why President Whitcomb and Commissioner Chmielak did not attend the carnival, they both answered that they did not show up cause of the negative looks and comments made toward them from fellow commissioners. President Whitcomb stated that as a community event, the carnival was a success, but he believes that if there would have been no beer tent and entertainment the profit would have been more successful. Commissioner Murphy added that he has no regrets for the way the carnival went, except for the bickering, and Commissioner Haran mentioned that he has had residents come up him and complimented him on the way the carnival was planned. Mary added that her husband has been transferred to the Crestwood office and would not be able to help with any questions about the parks grounds upkeep regarding chemicals. President Whitcomb also brought up the incident of the little girl that her ear cut during the carnival. He stated that in the future he will need to be notified of any injuries because of insurance proposes. Commissioner Haran stated that the carnival's insurance company has not contacted the girl yet.

Adjournment: President Whitcomb made a motion to temporarily adjourn the meeting until Monday June 20th, 2001 at 7:00 pm. Motioned was seconded by Commissioner Murphy. All commissioners voted aye, motion approved.

Minutes of the Reconvene Regular Meeting of the Posen Park District Board of Commissioners from June 16th, 2011 On Monday ~~May~~ ^{June} 20th, 2011 at 7:00 pm at the offices of the Posen Park District 143rd and Campbell.

Opening: President Whitcomb called to order the reconvene meeting from June 16th 2011, today, June 20th, 2011. Upon roll call, Commissioners Whitcomb, Murphy, Chmielak and Lopez were present. Commissioner Haran was absent (arrived at 7:02pm)

Approval of minutes: On the minutes from the May 19th meeting, Commissioners Chmielak mentioned that the bids on repairing the pavilions is \$6240.00, the painting of the light pole is \$2,083.00 and to repair the light poles is \$836.00. President Whitcomb added that the last name of the resident who referred Money University is Jackson not Jones. Commissioner Haran motioned to approved the minutes for May 19th. President Whitcomb seconded it. Commissioner Murphy abstained. The other commissioners voted aye., motioned carried.

Old Business: President Whitcomb states he already has four registrations for the second chance yard sale. Interviews were done today for the two maintenance openings. Five of the seven applicants showed up for the interview. Commissioner Chmielak stated all the applicants have good backgrounds and fill the needs. Two applicants stand out, but not by much. Commissioner Lopez mentioned that the applications should not be written on. Notes should be attached to them if they are needed. Commissioner Chmielak stated the new employees will work 20 to 25 hours a week and will be employed until the first Friday in September. Commissioner Chmielak motioned to hire Jake and Brad. President Whitcomb seconded it. Commissioner Haran passed. The other commissioners voted aye, motion approved. Commissioner Murphy stated there will be an increase in the payroll subscription but not by much if there are over three employees. President Whitcomb states current employees will keep working the same hours work. Resident Mary Ericksen stated that she is still interested in working the concession stand part time. Job description and hours will be discussed at the next meeting.

Open to the public:

Mary Ericksen asked if discussing the hiring of employees should be done in executive session. President Whitcomb stated no executive session is required for the purpose of hiring people.

Adjournment: Commissioner Haran motioned to adjourn the meeting. President Whitcomb seconded it. All Commissioners voted aye. Meeting adjourned at 7:43 pm.