

Minutes of the Public Hearing & Regular Meeting of the Posen Park Board of Commissioners

On Thursday December 1, 2011 at the offices of the Park District at 7:00 p.m. on 143<sup>rd</sup> and Campbell.

Call to Order: President Whitcomb called the hearing on the Tax Levy to order at 7:00 p.m. Upon roll call President Whitcomb, Commissioner Chmielak and Commissioner Lopez were present. Commissioner Murphy and Commissioner Haran were absent.

President Whitcomb read the Tax Levy summary aloud and explained the rules of the hearing limited public comment to the tax levy only. President Whitcomb then opened the floor to the public.

Open to the Public: Resident Jody Chmielak inquired what effect a previously discussed possible change to the district's fiscal year would have on this levy and future levies. President Whitcomb responded it would have no effect on this levy, and in future years a changed fiscal year would be indicated in the levy heading.

Adjournment: With no further public comment, President Whitcomb closed the floor to the public and called for a motion to adjourn the hearing. Commissioner Chmielak moved to adjourn the hearing, seconded by Commissioner Lopez. All Commissioners voted Aye, motion carried. The hearing adjourned at 7:04 p.m.

Call to Order: President Whitcomb called the meeting to order at 7:04 pm. Upon roll call President Whitcomb, Commissioner Chmielak and Commissioner Lopez were present. Commissioner Murphy was absent. President Whitcomb led those present in the Pledge of Allegiance. Commissioner Haran arrived at 7:05 pm.

Additions/Revisions to the Agenda: Items 4, 5 and 6 were stricken due to Commissioner Murphy being absent.

Approval of Minutes: Commissioner Chmielak made a motion to approve the minutes for the Nov. 15, 2011 special meeting. President Whitcomb seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Commissioner Chmielak moved to approve the minutes of Nov. 17, 2011 with typo corrections. President Whitcomb seconded. Commissioners Chmielak, Lopez, Haran & Whitcomb voted aye. Motion carried.

Review & Submissions of Reports:

Building and Grounds: Commissioner Chmielak reviewed and submitted his board report.

Recreation and Community Outreach: Commissioner Lopez stated the newsletter draft is still in the process of being written. Commissioner Lopez suggested that Commissioner Chmielak be the first commissioner to write a small column for the newsletter. He is still waiting for suggestions on how the newsletter should be written. Commissioner Chmielak suggested the newsletter should be brief and refer the readers to the park's web page for upcoming events. President Whitcomb suggested that an e-newsletter subscriber list be started.

Personnel and Policy: President Whitcomb reviewed and submitted his board report.

Planning and Development: Commissioner Haran reported that Breakfast with Santa will be held on Saturday, Dec 10<sup>th</sup> at the Posen Community Center and he arranged to have a table for the park district there. The table will be used for park's survey sheets to be filled out. Commissioner Haran suggested a raffle be held and the residences that fill out the survey will be entered in the raffle. The prize recommended is a large Christmas stocking. Cost of the stocking should be no more than \$50.00. Commissioner Chmielak recommended that more than one stocking be bought so more than one stocking will be given away. Commissioner Haran states he will look to see how many stockings he can get for a \$50.00 limit. Commissioner Chmielak made a motion to approve \$50.00 to buy Christmas stockings for the raffle prizes. Commissioner Lopez seconded it.

Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried. Commissioner Haran submitted the receipt for the rules and regulations signs. Deposit was \$600.00 and it leaves a balance of \$648.00. Signs should be ready in a week.

Attorney Report: None.

Posen Park Fest 2012: President Whitcomb had no report. He had not yet met with Commissioner Murphy to work out a budget for the fest.

Correspondence: President Whitcomb reported that a letter was received from The Messenger with proof that the hearing notice ran. Commissioner Lopez reported that Heartland Blood Center e-mailed him about having a blood drive in January 2012. Date will need to be approved.

Motion to Approve & File All Board Reports: Commissioner Haran made a motion to approve all board reports as read. President Whitcomb seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Old Business: Commissioner Chmielak suggested that two cabinets, two extra shelves and one storage cabinet for a 55 gallon drum be ordered. Commissioner Haran made a motion to purchase two cabinets, two extra cabinet shelves and one storage cabinet for a 55 gal drum. President Whitcomb seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion Carried. President Whitcomb stated he found a time clock at Staples for 279.99 and that is why he wanted a pre-approved \$300.00 limit on the time clock. Commissioner Lopez made a motion to approve \$300.00 for the purchase of a time clock. Commissioner Haran seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried. President Whitcomb suggested that one dog park rules sign be purchased. Estimate on the sign is \$52.00. Commissioner Chmielak made a motion to purchase one dog park sign. President Whitcomb seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

New Business: President Whitcomb read the 2nd Reading of Ordinance 2011-4: An Ordinance for the Levy of Taxes for the Posen Park District for the Fiscal Year Beginning May 1, 2011 and Ending April 30, 2012. Levy Summary. Total tax levy money for general corporate purposes, \$60,644.00. Total tax levy money for recreation programs purposes, \$48,210.00. Total tax levy money for joint recreation programs for the handicap purposes \$30,559.00. Total tax levy money for audit purposes \$1,925.00. Total tax levy money for workmen comp purposes \$2,967.00. Total tax levy money for liability insurance purposes \$9,385.00. Total tax levy money for federal social security insurance purposes \$3,609.00. Total levy amount \$157,299.00. The third reading and approval vote is scheduled for the December 15<sup>th</sup>, 2011 meeting.

Announcements: Next meeting is Thursday, Dec. 15, 2011.

Other: Commissioner Chmielak stated he will need to purchase supplies like gloves, oil filters, step ladders, racks for storage, scaffold, drills and power washer.

President Whitcomb asked Commissioner Lopez to get an estimate on the Easter eggs for the upcoming Easter egg hunt in April.

Commissioner Haran reported that 18" logos for the new truck doors can be bought and installed for under \$50.00, full color from the same sign maker company.

Open to the public: Resident Jody Chmielak asked if there was a rule for the dog park application regarding dogs that are in heat. President Whitcomb states that there is. It is referred as in seasoned. She also asked if raffle at Breakfast with Santa was for Posen residents only and if one survey per family and was advised yes on both. Jody also stated she can provide brochure racks to hold the employees time cards. She stated that this was the second meeting without a finance report and President Whitcomb said he would be speaking to Commissioner Murphy about it.

Adjournment: Commissioner Lopez made a motion to adjourn the meeting. President Whitcomb second it. All commissioners voted aye with a voice vote. Meeting adjourned at 7:48 p.m.

Made contact with appraiser for Therapeutic and d.n.r. Appraisals.  
Still putting together price.

Allied Still looking for waste barrel removal vender, in contact with

No contact from concessiion stand sink replacement yet.

Waste oil recycled to local shop "f&f" for use in oil heater.  
Gave us replacement barrel for future containment. By recycling saved us  
cost of removal.

New truck arrived. Employees instructed to review owners manual.

No use til insurance is secured.

One grasshopper pushing oil into carb. Posible possible ring leak.

**Maintenance Report**

**12-01-2011**

**Commissioner Al Chmielak**

**Memorial Park:**

south west backstop fence repairs  
lil league gate pole removed , repositioned, gate leveled  
swings removed  
stone leveled in parking lot  
temp pathway installed east entrance from parking lot  
equipment repositioned, for winter

**Zuziak Park:**

swings removed

**Theraputic Park:**

no action

**Commisioners Park**

swings removed

## **Board Report – President Whitcomb – 12/1/2011**

### **Personnel & Policy**

- The work is proceeding at Therapeutic Park. Attorney Narko and I are still waiting for the Village to complete and forward their part of the paperwork for DNR.
- I have begun a review and drafting of an ethics ordinance regarding board and employee conduct, which we are required to have on file.
- I have researched several models of time clocks. I am recommending pre-approving an expenditure on this item up to \$300.00.
- I have had one meeting with C.S.Y.A.A. concerning drafting a lease agreement. I have forwarded a first draft to all Commissioners for review. This is only a tenant lease agreement. We need to determine if the concession stand will require a separate agreement and what the financial details will be. I am recommending we allow concession stand usage with a revenue split as their usage fee, and for the first year lease waive costs for field rentals while the organization gets started, and revisit that item upon time for renewal.
- I am beginning a review of the bylaws and Illinois statutes to determine a need for any amendments or additional ordinances that we need to put in place. I aim to complete this review by the second meeting in January.
- In looking at operations costs for the Dog Park, which should be minimal, it is my recommendation to set registration fees at \$15.00 per year for a resident, \$20.00 for non residents, which would entitle them to tags for up to 3 dogs, which are the maximum allowed by nearly every surrounding town's ordinances. The proof that the animal is registered with the owner's village and medical records on vaccinations would be due each year with payment prior to receiving tags. Registrants would receive a tag for each animal, and a key to the park. The cost of registration would offset costs of the yearly lock and key change, as well as manufacturing of tags. I recommend setting a replacement tag cost at \$5.00.
- The SWSRA winter brochure has arrived. Copies are available on the table and need to be put in the Village Hall literature rack.