

Minutes of the Regular Meeting of the Posen Park Board of Commissioners
On Thursday January 5, 2012 at the offices of the Park District at 7:00 p.m. on 143rd and Campbell.

President Whitcomb called the meeting to order at 7:00 pm. Upon roll call, President Whitcomb, Commissioner Chmielak, Commissioner Murphy, Commissioner Lopez and Commissioner Haran were present. President Whitcomb led those present in the Pledge of Allegiance.

Additions/Revisions to the Agenda: Lines 3&4 were moved to be under one motion. Lines 6, 7, 18, 19 and 20 were stricken.

Approval of Minutes: Changes to be made to the minutes for Dec. 15, 2011 are that the board voted to go into executive session at 8:22 pm and entered executive session at 8:24 pm. President Whitcomb made a motion to approve the regular board meeting and executive session for Dec. 15, 2011, as amended. Commissioner Murphy seconded it.

Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried. President Whitcomb recommended that the Carnival Committee Minutes be part of the Carnival Committee Report.

Board Reports:

Finance and Capital Improvements: Commissioner Murphy had no report.

Buildings and Grounds: Commissioner Chmielak reviewed and submitted his board report. Commissioner Chmielak reported he received an estimate for the disposing the wasted chemicals that are stored in the cabinet in the garage. President Whitcomb made a motion to have SET Environmental dispose of the waste chemicals with an approval cost of up to \$800.00. Commissioner Chmielak seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried. Commissioner Chmielak suggested that a new paper shredder be purchased as the one being used right now keeps stopping while being used. President Whitcomb stated he will start looking at the prices for a new shredder.

Recreation and Community Outreach: Commissioner Lopez reviewed and submitted his board report. President Whitcomb and Commissioner Chmielak commented on an inexpensive good size gas grill that they saw that the board should consider purchasing. President Whitcomb will get the information on the grill so it can be discussed at a future meeting. Commissioner Murphy suggested that the Memorial Day Picnic should be done together with The Village of Posen again. Commissioner Lopez stated he will meet with the mayor to discuss the planning with him.

Personnel and Policy: President Whitcomb reviewed and submitted his board report. President Whitcomb made a motion that the board approves the execution of the lease agreement with the CSYAA with the terms decided for the calendar year of 2012. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Planning and Development: Commissioner Haran had no report. Commissioner Murphy suggested that the board move forward on planning electrical work at all the parks. No decision was made on when planning will start and what work will be done at each park.

Attorney Report: President Whitcomb reported that the attorney fee dating from Aug. 1, 2011 to Dec. 30, 2011 is \$1,661.24. The attorney also returned the tax levy.

Posen Park Fest 2012: President Whitcomb reviewed and reported the committee report and also submitted a copy of the donation letter that will be used for asking for donations from local businesses. Commissioner Haran asked that if any donated money received will be added to the fest budget. President Whitcomb stated that all money donated should be part of the profits from the fest. Commissioner Haran stated he was voted chairman of the Posen Fest Committee and President Whitcomb was the co-chairman. President Whitcomb stated they are both co-chairmen as per the wording of the motion.

Motion to approve and file all board reports as read: President Whitcomb made a motion to approve and file all board reports as read. Commissioner Chmielak seconded it. Commissioners Murphy, Chmielak, Lopez, and Whitcomb voted aye. Commissioner Haran voted no. Motion carried.

President Whitcomb made a motion to accept the Posen Fest report on the prices for the food vendors, non-food vendors, the cap on police officers being used for security and the committee meeting dates. Commissioner Chmielak seconded it. Commissioners Chmielak, Lopez, Haran and Whitcomb voted aye. Commissioner Murphy voted no. Motion carried.

New Business: Commissioner Chmielak presented a flyer that shows office double wide trailers for consideration on purchasing for an office building.

Open to the Public: Resident Jody Chmielak asked Commissioner if the audit report was done and Commissioner Murphy stated he has had no contact with the auditor since the last board meeting. Mrs. Chmielak made mentioned that the lights in the room are dimming and asked if any repairs are being done. Commissioner Chmielak stated the some of the lights need new bulbs. Mrs. Chmielak suggested that the board discuss and vote again to see if they should have the carnival again this year considering the fiasco it's creating again this year.

Executive Session: No session was needed.

Adjournment: Commissioner Haran made a motion to adjourn. Commissioner Murphy seconded it. All commissioner voted aye on a voice vote. Meeting was adjourned at 8:13 p.m.

1-5-12 Commissioners Report:

Al Chmielak

Employees on winter schedule.

No contact with appraiser for Therapeutic and d.n.r. Appraisals.

Still looking for waste barrel removal vendor, Set env. In Chicago, first price about 700 dollars

No price from first contractor on concession stand sink replacement yet.

It was found that the contractor up rooted the lighting electrical wires on the south and east ends of the park. I talked to Mr. Stan Barwock, he stated that he is aware of the situation and plans on doing the repairs to the electrical. His plan is to have the area trenched and lines installed, right before they do the sidewalk.

Portapottie on monthly schedule. Employee cannot come in on thursday, only day schedulable, so employee will push unit out on tuesday , and push in on friday.

Alarm co came out. Cost approx 250 dollars, replaced keyboard and motion sensor.

Fire extinguishers need to be serviced.

Maintenance report:

All parks visibly inspected, debris removed.

Garage: New flammable liquid lockers Installed and stocked.
2nd rack installation initiated..

Memorial Park: Old rules signs removed.

New signs installed at South and East entrances.

Sign installed on yard fence.

Zuziak: Signs too big for mounting , modifications are necessary.

Commissioners: New rule signs installed by all entrances.

Therapeutic: Signs too big for mounting , modifications are necessary.

*Recreation and Community Outreach
January 5th, 2012*

- 1) *The Posen Park District Community Blood Drive is this Sat. Jan. 7th, 2012 at the Posen Community Center from 9:00 a.m. to 1:00 p.m.*
- 2) *The newsletter is coming along slowly but should be ready for the Feb. deadline. I want to discuss with the board members on a budget for this newsletter.*
 - A) *. It would be nice to make this newsletter in color to make a bigger impact.*
 - B) *Can each board member guarantee at least 5 volunteers to help distribute the newsletter?*
 - C) *Could we check on the cost of bulk mailing and mail the newsletter?*
- 3) *Easter Egg Hunt will be Sat. April 7th. Commissioner's Chmielak's ideas of having signs designating each age group area should be considered.*
- 4) *The Memorial Day Free Picnic should be held again but separate from the Village event for that day. I suggest we use this day to invite all the volunteers from all past events to come join us.*
- 5) *I would like to have a budget for the Memorial day approved as well a budget to purchase a large gas grill.*
- 6) *Remember all events being planned and held will be a reflection on the park district so lets plan for the best and not just plan it.*

Board Report
President Whitcomb
01/05/2012

Personnel & Policy

- Continuing Bylaws review. A draft of changes should be hitting inboxes next week.
- In doing research, I have determined that we are by law required to implement an ethics ordinance for board members and staff. I will be contacting our SWSRA partner park districts to obtain copies from their files to draft one for us.
- There has been no additional movement on the land transfer as we are waiting for documents to be forwarded from the Village of Posen and for their completed environmental assessments.
- I am recommending that the board approve authorizing the execution of the lease agreement with the CSYAA, as nobody has contacted me with any additional commentary on the document.

Posen Park Fest 2012
Committee Report
Haran/Whitcomb – Co-Chairmen

- The committee met on 12/28/2011, and minutes of the meeting were forwarded for board approval tonight.
- Agreements were reached on the following items, we are seeking board ratification of the committee recommendations.
 - Food Vendor Booth Prices: \$450/\$500 with electrical access
 - Non-Food Vendor Booth Prices: \$200/\$250 with electrical access
 - Cap at 2 officers on site during normal operating hours, with 2 additional during band performances
 - Approval of the following dates as set committee meetings: January 26TH, February 23RD, March 22ND, April 26TH, May 24TH, June 5TH. All at 7:00PM, all at the office, except June 5TH, which will be on site.
- A draft donation letter has been developed and we are seeking to begin distribution in February.
- We have had some resident interest and involvement in the last meeting and are seeking additional residents as we have a lot of positions to fill before June.