

Minutes of the Regular Meeting of the Posen Park Board of Commissioners  
On Thursday February 2nd, 2012 at the office of the Park District at 7:00 p.m. on 143<sup>rd</sup> and  
Campbell.

President Whitcomb called the meeting to order at 7:01 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: None

Approval of Minutes: Commissioner Murphy made a motion to accept the minutes of the regular board meeting for Feb. 2<sup>nd</sup>, 2012. President Whitcomb seconded it. Commissioners Murphy, Chmielak, Lopez and Whitcomb voted aye. Commissioner Haran passed. Motion carried.

Treasurer's Report: Commissioner Murphy reviewed and submitted the General Ledger report. Commissioner Chmielak the billing from Service Sanitation. Had two billings for December. Commissioner Murphy states he will review the billing and will report back. President Whitcomb made a motion to approve the general ledger report with the knowledge that Commissioner Murphy will look into the Service Sanitation billing issue. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Commissioner Murphy reviewed and submitted the unpaid bills detail. Commissioner Chmielak made a motion to approve payment of the unpaid bills. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Board Reports:

Finance and Capital Improvements: Commissioner Murphy reviewed submitted his board report. The board discussed setting up direct deposit for employee's payroll and changing the pay period from weekly to bi-weekly. President Whitcomb made a motion to give the employees the option of switching to direct deposit for their payroll check and to switch to a bi-weekly pay period starting no earlier than April 1<sup>st</sup>, 2012 unless federal and state laws require a longer waiting period. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Building and Grounds: Commissioner Chmielak reviewed and submitted his board report. Commissioner Chmielak recommended that a bed tool box for the truck be purchased. Tools are now being stored inside the truck and the interior could be damaged from them.

Recreation and Community Outreach: Commissioner Lopez reviewed and submitted his board report.

Personnel and Policy: President Whitcomb had no report to submit.

Planning and Development: Commissioner Haran had no report to submit.

Attorney Report: None.

Posen Park Fest 2012: President Whitcomb reviewed and submitted The Posen Park Fest report and the fest committee meeting minutes for Jan. 26<sup>th</sup>, 2012.

Correspondence: Commissioner Chmielak received a letter from The Party Company. This company stages outdoor movies and has a 30' screen for sale. Commissioner Chmielak gave Commissioner Lopez the letter so inquiries can be made about the screen and the cost of having an outdoor movie event.

President Whitcomb received a federal survey from the Dept. of Commerce that needs to be filled out.

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

Old Business: The park district's newsletter and event calendar will be reviewed at the next board's regular meeting.

President Whitcomb made a motion to join the Heartland Blood Centers four seasons blood drive. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

President Whitcomb made a motion to extend the park districts web site maintenance contract. Commissioners Murphy, Chmielak, Haran and Whitcomb voted aye. Commissioner Lopez voted no. Motion carried.

President Whitcomb made a motion to approve the upgrade of the park's website format upgrade at the estimate \$800.00 by Tim Hoogland. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Whitcomb voted aye. Commissioner Haran voted no. Motion carried.

President Whitcomb made a motion to authorize the Posen Park Fest 2012 committee to engage in the solicitation of donations in person and by letter and to contact and contract with food and non-food vendors. Using last year's forms with the dates changed. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Announcements: Next regular board meeting is Feb. 16<sup>th</sup>, 2012 at 7:00 pm. Next Posen Fest committee meeting is Feb. 23<sup>rd</sup> at 7:00 pm. Both to be held at the Park District office. Commissioner Haran made a suggestion to change the days of the carnival meeting from Thursday to a different day so people of the Latino community can attend.

Commissioner Haran made a motion to have Commissioner Murphy take his place on the carnival committee. Commissioner Murphy seconded it. Commissioners Murphy, Chmielak, Lopez, Haran and Whitcomb voted aye. Motion carried.

Open to the Public: Resident Mary Ericksen asked Commissioner Murphy what the bill for \$480.00 from National Entertainment Technologies was for. Commissioner Murphy stated the bill is for the candy Easter eggs that were purchased from them. Resident Carl Ericksen asked if the new time clock for the employees will audit their time for the whole month. President Whitcomb stated that it did. Mr. Ericksen stated the planting of all oak trees together could hurt them in the future from the roots touching each other. He also mentioned that all trees go on sale for over 75% off at the end of the season at all retailers. Resident Jody Chmielak suggested that all forms that any future contractors signs, that there be a line/space for their tax ID number so they can be on file

Executive Session: None needed.

Adjournment: Commissioner Chmielak made a motion to adjourn the meeting. Commissioner Murphy seconded it. All commissioners voted aye with a voice vote. Meeting adjourned at 8:10 pm.

1:33 PM

02/02/12

Accrual Basis

**Posen Park District  
General Ledger  
As of February 2, 2012**

Type	Date	Num	Name	Amount	Balance
<b>FMB - Capital Improvement Fund</b>					184,471.48
Deposit	1/30/2012			24.26	184,495.74
Total FMB - Capital Improvement Fund				24.26	184,495.74
<b>First Midwest Bank - Non Profit</b>					62,771.60
Deposit	1/26/2012			0.57	62,772.17
Total First Midwest Bank - Non Profit				0.57	62,772.17
<b>JP Morgan Chase Bank</b>					9,734.59
Deposit	1/19/2012			842.95	10,577.54
Paycheck	1/20/2012	1368	Michael R Christakos	-82.80	10,494.74
Bill Pmt -Check	1/20/2012	1369	AT & T	-73.22	10,421.52
Bill Pmt -Check	1/20/2012	1370	Menards	-41.34	10,380.18
Bill Pmt -Check	1/20/2012	1371	Narko & Associates, P.C.	-1,661.24	8,718.94
Bill Pmt -Check	1/20/2012	1372	PA & T	-378.00	8,340.94
Bill Pmt -Check	1/20/2012	1373	Service Sanitation	-49.90	8,291.04
Bill Pmt -Check	1/20/2012	1374	Speedway SuperAmerica, LLC.	-49.01	8,242.03
Bill Pmt -Check	1/20/2012	1375	ComEd	-167.91	8,074.12
Bill Pmt -Check	1/20/2012	1376	Nicor	-132.85	7,941.27
Bill Pmt -Check	1/20/2012	1377	Service Sanitation	-49.71	7,891.56
Check	1/20/2012		National Entertainment Technologies, I...	-480.00	7,411.56
Check	1/23/2012		Staples	-323.97	7,087.59
Bill Pmt -Check	1/25/2012	1380	United States Treasury	-57.00	7,030.59
Paycheck	1/27/2012	1378	Kathleen Donegan	-22.11	7,008.48
Paycheck	1/27/2012	1379	Michael R Christakos	-90.66	6,917.82
Check	1/27/2012		US Postal Service	-16.25	6,901.57
Liability Check	1/31/2012	1381	I.D.E.S.	-28.54	6,873.03
Liability Check	1/31/2012	1382	Illinois Dept. of Revenue	-353.67	6,519.36
Check	2/1/2012		National Entertainment Technologies, I...	-120.00	6,399.36
Total JP Morgan Chase Bank				-3,335.23	6,399.36
<b>TOTAL</b>				<b>-3,310.40</b>	<b>253,667.27</b>

## Finance Board Report

Mark Murphy

2/2/2012

- Completed additional order of Easter Eggs for Eater Egg Hunt. (Now 5 boxes total) To be mailed to Rey's home address.
- 2011 W2s, W3, 1099s, and 1096s completed and mailed.
- 4<sup>th</sup> Quarter 2011 Payroll Liabilities Forms completed and mailed.
- Direct Deposit now available for payroll. Service is free to us, but \$1.25 charge per check. This fee per check is to be raised to \$1.45 per check in March. Board needs to discuss if we want this available for our Employees.

## Maintenance Report:

Chmielak

2-2-2012

### Building and grounds:

- Parks checked weekly.
- Rules signs are framed, and now in the process of being stained.
- Missing scaffold parts came in and installed.

### Commissioners Report:

- Sent our contract to vender for replacement for electrical service at Therapeutic.
- Received quote on interior lighting/work for garage, pavilions, and replacement of service at Memorial
- Set environment sending invoice and contract to sign.
- No word from appraiser.
- No word on trees, wondering if any other commissioner had ideas of tree placement?
- Contacted Szabo plumbing for possible quotes for work in concession stand, and restroom estimate.
- No word from previous contractor.
- No contact from village or Stan Barwock.
- Commissioner Whitcomb cleared snow at Memorial and parking lot. Gator responded well in snow removal.

Recreation and Community Outreach

Rey Lopez

Feb 2, 2012

- 1) Four cartons of the Easter eggs arrived last week. They are being stored in the office. One more carton will need to be ordered.
- 2) Heartland Blood Center confirmed that the next park district blood drive is scheduled for August 18<sup>th</sup>, 2012.
- 3) I am having the newsletter translated to Spanish and if there are any changes, the translation will be done within a day.
- 4) The dates, weeks or months that any programs or events that are being planned for the coming year have to be finalized. A copy of the newsletter and calendar will be e-mailed to each board member for review after T.J. and I go over them.