

**Minutes of the Regular Meeting of the Posen Park District**  
**Board of Commissioners on Thursday January 6, 2011 at 7:00PM**  
**At the Offices of the Park District on 143<sup>rd</sup> & Campbell**

**Opening:**

President Whitcomb called the meeting to order at 7:02 pm. Upon roll call, Commissioners Whitcomb, Chmielak, Lopez, and Haran were present. Commissioner Murphy was absent. President Whitcomb led those assembled in the Pledge of Allegiance.

**Additions/Revisions to the Agenda:** None.

**Citizens to Be Heard:** None.

**Approval of Minutes:**

President Whitcomb presented the minutes of the December 16, 2010 regular meeting. Commissioner Lopez moved to approve the minutes, seconded by Commissioner Chmielak. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

President Whitcomb stated that the December 20, 2010 minutes would need to be held for approval until the next meeting since there were only three commissioners at that meeting, which is the minimum needed for an approval vote and not all of those three are in attendance at this meeting, meaning that there is not currently a quorum present with firsthand knowledge of the events as dictated in these minutes.

**Approval of Ordinances & Agreements:** None to consider.

**Finance & Capital Improvements: Commissioner Murphy** (Absent: Report given by President Whitcomb)

**Treasurer's Report & Bills Statement:** President Whitcomb presented the Treasurer's Report. In the First Midwest Account, there was a beginning balance on 12/16/2010 of \$38,728.37, deposits of \$12,816.06, disbursements of \$30,222.92, fees of \$27.01, and an ending balance on 01/06/2011 of \$21,294.50. In the Chase Account, there was a beginning balance on 12/16/2010 of \$2,341.39, deposits of \$16,195.03, disbursements of \$14,109.64, and an ending balance on 01/06/2011 of \$25,721.28. The combined account balance on 01/06/2011 is \$25,721.28. There was also an Unpaid Bills List presented for approval totaling \$7,816.21. The board proceeded to have a discussion on the maintenance fee on the FMB Account. President Whitcomb will inquire at the bank about the origin of this charge. Additionally one of the Service Sanitation charges on the unpaid bills report for \$97.85 appears to be a glitch in Quickbooks. The PA&T charge is for five months of insurance as we are changing our annual renewal to May 1<sup>st</sup>. A trip to First Midwest Bank will need to be made to cut a cashier check for \$8,000.00 to transfer to Chase for bill payment. The ComEd bill is being held to see if the correction in prior bill payments is made this month. A discussion was held explaining what was purchased at Menards.

**Approve Treasurer's Report, Payment of Bills, & Funds Transfer Request:** Commissioner Chmielak moved to approve the Treasurer's Report as presented, seconded by Commissioner Haran. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. Commissioner Haran moved to pay the unpaid bills detail, seconded by President Whitcomb. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

**Action on Assignment Items (if any):** None at this time.

**Buildings & Grounds: Commissioner Chmielak**

**Tasks Completed:** The heated garage has been completely painted and reorganized and will be shown after the meeting. More cabinets are needed, especially safety cabinets, and there is still shelving to hang. The workers are beginning to dismantle the wooden picnic tables for repair and rebuilding and are beginning to make the welcome signs for the parks. The square flower boxes have been mostly assembled. Commissioner Chmielak presented a rough concept design to install them as the center of a stone path system and center pergola area at Zuziak Park. Inventory is also on the agenda now that the workshop has been completed. The area around the memorial flagpole may need to be redone because it is set low. The employees will be going back down to a three day work week starting next week.

**Action on Assignment Items (if any):** None at this time.

**Recreation & Community Outreach: Commissioner Lopez**

**Blood Drive:** The Blood Drive will be held this Saturday from 9am- 1pm at Memorial Park. The mobile coach will be on site at 8:30am and a walkthrough on registration procedures will be given. All are encouraged to attend.

**Action on Assignment Items (if any):** None at this time.

**Planning & Development: Commissioner Haran**

**Action on Assignment Items (if any):** None at this time.

**Personnel & Policy: President Whitcomb**

**Revision of Rental Fees/Policies:** Tabled until next meeting. The marquee in the old Little League garage will be dug out and installed at Commissioners' Park to advertise rentals.

**Employee Manual:** Tabled until further notice.

**Action on Assignment Items (if any):** None at this time.

**Attorney Report:** None at this time.

**Superintendent Report:** None at this time.

**Old Business:**

**Carnival Preparation:** There has not been additional contact from Windy City Amusements. When they get in touch after the owners return from their vacation, a proposal will be sought and they will be brought out to a meeting to discuss arrangements and dates with the board.

**IAPD/IPRA Conference:** A discussion ensued regarding attempts to reserve hotel rooms. All Commissioners present confirmed they were able to secure rooms at the conference rate or below. The Board discussed classes and agreed to bring a list of their choices to the next meeting so that schedules could be plotted to limit class overlaps.

**New Business:**

**Easter Egg Hunt:** The Board discussed the Easter Egg Hunt. It will continue to be held the same day as the Village's Bunny Breakfast at the Community Center. Commissioner Lopez will be in charge of ordering the eggs from National Entertainment Services and determining the date and time of the breakfast so we can schedule the hunt a half hour to an hour before the breakfast. Final decisions on how to divide age groups and sections of the park will be made later.

**Grants:** Commissioner Chmielak brought up grants presented by IPARKS, and commented that we need to keep an eye out and jump on a few of them.

**Open To Public:** No comments were made.

**Executive Session (if needed):** Commissioner Haran moved, seconded by Commissioner Murphy, to enter Executive Session for the purposes of considering the status and compensation of a current employee, review of a current legal matter, officer performance and the required biannual review of closed session minutes. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. The Board entered Executive Session at 8:07pm.

Commissioner Chmielak moved to exit Executive Session, seconded by Commissioner Haran. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye. The Board exited Executive Session at 8:45pm.

**Action On Executive Session Discussion:**

**Employee Retention & Compensation:** Commissioner Haran moved to retain James Chopp as a Maintenance Technician beyond the probationary period and raise his rate of compensation to \$9.25 per hour, seconded by Commissioner Chmielak. Roll Call as follows: Murphy: Absent Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye.

**Adjournment:**

Commissioner Chmielak moved to adjourn the meeting, seconded by Commissioner Haran. All Commissioners voted Aye, meeting adjourned at 8:46 pm.