

**Minutes of the Regular Meeting of the Posen Park District  
Board of Commissioners On Thursday April 7, 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 7:02pm. Upon roll call, Commissioners Whitcomb, Murphy, Chmielak, Lopez, and Haran were present. President Whitcomb led those assembled in the Pledge of Allegiance.

**Additions/Revisions To The Agenda:** None.

**Citizens To Be Heard:** None.

**Approval of Minutes:**

The Board reviewed the regular minutes of March 17, 2011. Commissioner Chmielak moved to approve the minutes, seconded by Commissioner Murphy. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

The Board reviewed the budget meeting minutes of April 2, 2011. Commissioner Murphy moved to approve the minutes, seconded by Commissioner Lopez. Roll Call: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye

**Approval of Ordinances/Agreements:**

President Whitcomb delivered the first reading of the 2011/2012 Budget & Appropriation Ordinance for the public, and announced that the next reading and public hearing would take place on April 21, 2011, prior to the regular meeting.

**Commissioner Reports:**

**Finance & Capital Improvements: Commissioner Murphy**

**Treasurer's Report & Bills Statement:** Commissioner Murphy presented the Treasurer's Report as of April 1, 2011. In the Capital Improvement Fund there is an opening balance on 03/17/2011 of \$286,148.75 with no activity. In the First Midwest Non Profit Account, there was a beginning balance on 03/17/2011 of \$22,180.70, deposits of \$30,798.54, disbursements of \$8,000.00, and an ending balance on 04/02/2011 of \$44,331.04. In the Chase Account, there was a beginning balance on 03/17/2011 of \$4,764.16, deposits of, disbursements of, and an ending balance on 04/02/2011 of \$7,800.75. The combined operating account balance on 04/02/2011 is \$52,231.79. The total combined account balance on 04/02/2011 is. There was also an Unpaid Bills List presented for approval totaling \$32,287.87. Commissioner Murphy stated he renewed the QuickBooks payroll and will not be pursuing the payroll service. Commissioner Murphy stated he had a quote of \$146.90 for 2 American flags. Commissioner Murphy moved to approve the flag purchase, seconded by President Whitcomb. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye.

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

**Buildings & Grounds: Commissioner Chmielak**

**Tasks Completed:** JULIE has been contacted to mark at Memorial, Commissioners & Therapeutic in preparation for sign installation and tilling. The workers are reconstructing the tree benches and have finished table construction. Batteries have been installed in the lawnmowers and tires are being repaired. The area around the memorial flagpole needs to be reconstructed, so loads of dirt and road screening will need to be looked into and purchased. The people from M.W.R.D. called about whether we wanted more bio solids, so Commissioner Chmielak told them we would need at least 3 loads in mid June for Commissioners' after the carnival. The new tractor and weed trimmers work well. The lawnmower and tiller attachments work well. The slide and glider at Therapeutic will be removed for relocation shortly. Mike has been coming up with good ideas and showing a lot of initiative so he is being allowed to take the lead more and more.

**Recreation & Community Outreach: Commissioner Lopez**

**Easter Egg Hunt:** The community center reprinted the fliers and they will go out two weeks prior. Commissioner Lopez wants to get a few for local businesses. Commissioner Chmielak stated a flier should be posted on the bulletin board.

**Concession Stand:** Commissioner Lopez called around for people to come for an estimate on replacing the door and door frame for the concession stand. President Whitcomb commented that when they come out to have them price the office door and replacing the little league door with a double exit door for the eventual office expansion.

**Blood Drive:** The people from the blood drive only come out from 8am – 1pm on Saturday and until 5:00pm during the week. Discussion ensued about moving it to a weekday of the carnival or telling them, there will be people there so modify your hours.

**Website:** President Whitcomb distributed copies of Tim Hoogland's proposal for web maintenance. The rate is \$100 per month for up to 10 hours of updates, with \$20.00 per hour over 10 hours. This is by far the cheapest quote we received. After discussion, the board agreed a six month trial would be best, with options for longer contracts afterwards.

Commissioner Chmielak moved to contract for a six month web maintenance contract with Tim Hoogland, seconded by Commissioner Lopez. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: Aye Whitcomb: Aye.

**Memorial Day:** The Memorial Day festivities have been officially moved to Memorial Park. Discussion ensued about budgeting and inviting the Boy Scouts for a flag ceremony. The Memorial will need to be repaired by then.

### **Planning & Development: Commissioner Haran**

**Carnival:** President Whitcomb supplied Commissioner Haran with a letter from Windy City adding a fuel surcharge to wristbands. A discussion ensued over whether this is allowed by the contract, which President Whitcomb provided to Commissioner Haran to look into. Commissioner Haran stated that with the committee looking into overall costs to put on the carnival that it is getting to be expensive. The work on food vendors is in progress and a flyer has been distributed. There are also arrangements being made to try and distribute fliers through Kenootz and other restaurants, while still trying to get them as vendors. President Whitcomb asked if there is a vendor contract form to approve. Commissioner Haran stated that there is no plan to have a contract form, just informing them of what we will give in exchange for the money. He stated that too many contracts would be dangerous for us. Commissioner Chmielak asked what happens if they back out and want their money back, and Commissioner Haran responded they can't, once they pay their \$500.00 there will be no refunds. President Whitcomb stated we absolutely need a contract to protect from lawsuits and because we are a governmental body. Commissioner Haran stated it would go under common law, and that it would not wind up in court. Commissioner Haran inquired if we had heard from the electrician, to which he was told there was no response. Commissioner Haran stated Saturday is the first committee meeting to set up responsibilities. There is a contract in hand for comprehensive lighting and sound for \$2,500.00 and there is a need for the committee to be able to book bands and entertainment immediately. Also, getting a band under \$1,000.00 is nearly impossible. Commissioner Chmielak asked why we even need a sound system if we are hiring bands and they have their own equipment. There is no need to spend the money. Commissioner Murphy stated that it is a sound quality issue, and Commissioner Haran stated it will cost more for bands bringing their own equipment.

President Whitcomb said that he needed to make a statement regarding the carnival and the planning. He said that the biggest problem in the past with the carnival was that way too much money was spent and that the district got in over its head with no guarantee of revenues to cover the expenses. If the carnival even just breaks even, or worse, loses money, it will destroy the budget. It sounds like the committee is talking about almost \$20,000.00 in confirmed expenses for this event. President Whitcomb stated we have never made enough money to cover those types of expenses and that in his opinion the cost projections are getting way out of hand. Also, the beginning discussions in this and where we are now has ballooned in terms of expenses. Unlike St. Chris, we are operating on limited taxpayer money, not considerably greater church funds. President Whitcomb said he did not want to come off as harsh, but that the reality is that type of expense is not in the budget for us.

Commissioner Chmielak asked about how much was made on the last carnival. Commissioner Haran stated we are going with the same fundamentals, but with less expense in bands. He is going for creating an event that people look forward to year after year. It is difficult to go on without a budget for the event. Commissioner Haran stated that the past administration did not do a bad job finding some of the items needed for the event. Commissioner Chmielak interjected that the past fair lost money. Commissioner Haran said he has not seen any information showing a loss. Commissioner Haran stated the records show \$11,504.85. President Whitcomb stated all revenues need to be taken and have expenses subtracted to show true profit. Commissioner Haran said the carnival plus food vendors made us \$15,904.48, with total

revenue of \$16,368.85 for the whole carnival. President Whitcomb stated this is not taking into account our expenses for sound, tent and other items to count actual profit, not the \$16,000.00, that is the gross, not the net. He went on to say that this is why he was saying all expenses must be equalized with in hand food vendor revenue, if you don't have the vendors, you don't spend on the extra bands or sound. The primary purpose for the carnival is as a fundraiser, not just a community event. We need to build it soundly and maintain it as a fundraiser. If the carnival breaks even, we need to cut \$10,000 plus from our budget, which means firing workers, stopping other events, and other cuts we cannot afford to make.

Commissioner Chmielak asked how many committed volunteers we have and do we have security. Commissioners Haran and Murphy responded with about 20 people between them. Commissioner Haran stated we would go with volunteer staff, not security personnel. President Whitcomb repeated that he is very uncomfortable with the proposed expenses with no guaranteed revenue in, and that is why we had stated food vendors first from the very beginning of the process. Commissioner Murphy said that St. Chris did not use contracts for vendors, but that they required proof of sanitation licenses.

Commissioner Haran stated that it was as if the carnival is on the verge of collapse because everything needs to be drawn up in contracts and held for approval at business meetings. Commissioner Chmielak stated that we are a governmental entity, and are thus in the situation where are scrutinized heavily, where the church can be more free with its money. Commissioner Haran responded that three Commissioners on the committee provide checks and balances for the expenditures.

Resident Jody Chmielak was allowed to interject, stating she believe the true issue is dollar amount committed versus projected return, not checks and balances. President Whitcomb stated that the money in needs to come first. Commissioner Murphy stated the main revenue is from the carnival and beer receipts. President Whitcomb responded that the vendor revenue needs to equalize expenses because the carnival and beer receipts are a complete unknown and need to not be touched to cover expenses. We need to know we are making a profit.

Commissioner Haran said we need to spend money to make money and if we break even, then we tried and the community had a good time. That is the bottom line. Jody Chmielak stated the Board needs to decide in advance what the cuts to the budget will be if the carnival loses money. President Whitcomb stated this would mean cutting in salaries and program funding as the budget is bare bones as it is, and is already going to have a loss of \$7,000.00 likely due to unpaid property taxes.

Commissioner Chmielak stated we have \$4,000.00 up front, then whenever there is more vendor revenue there is more to spend on the carnival. Commissioner Haran said his problem is that waiting for a meeting for approval is a major handcuff. Commissioner Chmielak asked why it took so long for the first carnival committee meeting, because it is a big process and a very short timeline. President Whitcomb reiterated that there needs to be a contract for every vendor because as a governmental body we need to be protected.

Additional discussion ensued including whether or not we need to have a tent instead of using the pavilion, the fact that there are guaranteed up front expenses to consider such as the dumpster and porta-johns, and continued reiteration of the need for vendor revenue prior to expenses being confirmed.

Commissioner Haran expressed his frustration with the process of preparation and that he felt as if a lot of time has been wasted, and that we need to make a decision one way or another on what to do and not do. Commissioner Lopez said that we agreed on trying to get bands and having the beer tent. President Whitcomb stated that the process needs to start with absolute expenses off the top, with dumpsters, porta-johns, and if we have beer, liquor insurance, talking about \$2,300-\$2,500 off the top of the initial \$4,000.

After additional discussion/disagreements, questions of legalities on the need for contracts, and the need for all contracts and forms to be approved, the discussion was ended. Commissioner Lopez moved to table the discussion until Saturday, seconded by Commissioner Chmielak. Roll Call as follows: Murphy: Aye Chmielak: Aye Lopez: Aye Haran: I Guess Whitcomb: Aye Carnival discussion will continue at the committee meeting on Saturday. A report on the carnival will be given at each business meeting.

**Personnel & Policy: Commissioner Whitcomb**

**Job Postings:** The posting for maintenance positions will go up this weekend. The hope is to complete interviews and hiring by the beginning of May.

**Rental Sheet Details:** The details finalized at a past meeting have been compiled and the new pricing guide will be posted and made available for the public.

**Attorney Report:** None.

**Superintendent Report:** None.

**Old Business:**

**DNR/Posen Property Exchange:** President Whitcomb spoke with Posen Village Administrator Stan Barwock, and he is in the process of trying to work out needed details with DNR. The village plans for the street are done and all land appraisals are done on their end. He will inform us of any progress.

**New Business:** None.

**Correspondence:**

There is a notice from Cook County Treasurer on missing the timeline for filing the financial statements.

There is a request from SWSRA for our 2<sup>nd</sup> dues installment.

There is a notice from Cook County Clerk David Orr about election canvassing.

**Open To Public:**

Resident Jody Chmielak commented that she sensed a lot of frustration tonight amongst the board members regarding the carnival. We just need to remember there is a small budget, grand plans, and we need to make work what can work.

**Executive Session (if needed):** Pursuant to Open Meetings Act, specific purpose(s) to be cited prior to entrance.

**Adjournment:**

Commissioner Chmielak moved to adjourn the meeting, seconded by Commissioner Murphy. All Commissioners voted Aye, meeting adjourned at 9:05 pm.