

**THE PRAIRIE PARK ADVISORY COUNCIL (PAC) MEETING**  
Kennedy Park Fieldhouse, 11320 S. Western Avenue, Chicago, IL 60643  
Park Supervisor, Rebecca Medrano (312-747-6198)  
Tuesday, JANUARY 14, 2025, 6:30-7:30 PM (ON ZOOM ONLY)

**M I N U T E S**

**MEMBERS IN ATTENDANCE: 12**

**PAC BOARD: (4)**

Charles Williams	President
Lorraine Linnerud	Vice President
Ivette Williams	Secretary
Dan Niersbach	Treasurer

**PARK SUPERVISOR: (1)**

Rebecca Medrano
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**PAC Members: (7)**

Lisa Adams	Maryann Drake
JoAnn Altenbach	Jil Ross
Dorothy Chandler	Becky Stevens
Milton Chandler	

**I. WELCOME & CALL TO ORDER**

Charles Williams called the PAC Meeting to order at 6:32 PM. Robert's Rules of Order were in effect.

**II. NEW MEMBERS/GUESTS**

There were no new members or guests present. The PAC membership has a total of 46 members to date.

**III. APPROVAL OF MINUTES**

Charles Williams asked for a Motion to accept Minutes from 12/10/2024.

Motion accepted by Dorothy Chandler; seconded by Dan Niersbach. All in Favor, AYE. No one opposed.

Lorraine Linnerud made the following statement for the record regarding last month's Minutes: As to "I will tell you later," I do not recall saying that.

Charles Williams asked for a Motion to accept Minutes "as-is" and took a PAC vote: 8 in favor/3 opposed/0 abstention. Motion passes.

**IV. MOTION(S)**

Motions to vote to process payments and add to these procedures to PAC By-Laws using PAC debit card as these will be recurring PAC charges and as such will be reflected in the bank statements and itemized on the Treasurer's reports accordingly:

**Motion #1:** Chicago Parks Foundation Fiscal Annual Partnership Renewal of \$75 is due on 1/31/25. Check to be mailed to Emily Stone at CPF for PAC to remain in good standing and benefit from their 501(c)(3) status. PAC President entered Motion to pay this amount via check as soon as possible and add this item to PAC By-Laws as this will be a recurring charge every year.

**PAC discussed this and voted to not add this PAC By-Laws, but instead have a vote month before expense is due to approve payment. Payment was approved for \$75.00 to be sent as soon as possible to our fiscal partner.**

**Motion accepted by Jil Ross; seconded by Dan Niersbach. All in Favor, AYE. No one opposed.**

**Motion #2: Website Domain Renewal** (GoDaddy.com) "ThePrairiePark.org" (domain name has been reserved since 12/19/2022); auto renewal annual payment was processed on 12/16/2024 with Ivette Williams' credit card on file. Note: Next auto-renewal will be on 12/20/2025.

**Order History:**

12/16/2024 (\$23.17) "theprairiepark.org" (reimbursable)

12/19/2023 (\$23.17) "theprairiepark.org" (not reimbursable)

12/31/2022 (\$10.17) "park581pac.org" canceled after new park name (not reimbursable)

12/19/2022 (\$10.27) "theprairiepark.org" (not reimbursable)

Copies of all these invoices were given to Treasurer by Secretary for PAC Ledger.

PAC President entered Motion to reimburse Ivette Williams the amount of \$23.17 and vote to set up auto renewal using Treasurer PAC debit card going forward and add to PAC By-Laws as this will be a recurring charge every year.

**PAC discussed this and voted to not add this to PAC By-Laws, but instead have a vote month before expense is due to approve website domain auto renewal payment. Reimbursement was approved for Ivette Williams in the amount of \$23.17; auto pay using PAC debit card will be set up going forward by PAC President and/or PAC Treasurer in the future.**

**Motion accepted by Becky Stevens; seconded by Lisa Adams. All in Favor, AYE. No one opposed.**

**V. TREASURER'S REPORT**

Bank Statement and Treasurer's Report attached with detailed information. Treasurer, Dan Niersbach, gave a brief verbal summary of Treasurer's report and PAC's bank monthly activities from December 1-31, 2024. Beginning Bal. \$3,283.23; Total Deposits: \$25.00; Total Expenses: \$13.68 (SwipeSimple fees); there are no checks written or outstanding; Ending Bal. \$3,294.55).

**VI. PARK SUPERVISOR**

- Grant Project Updates: Rebecca shared she had some good news: The project manager, Kat Katsma, will be on our next Zoom meeting in February. There are no other updates to report at this time.
- Calendar & Park Requests: There are no park events currently scheduled on the calendar, or any permits in process or approved remaining yet for this year.
- Signage: I requested signage to be posted on north, south, east, and west ends of The Prairie Park with information: (1) when park closes; (2) permit is required; and (3) no barbecuing allowed. I received news that all three will be posted on one sign. I do not know yet when signs will be posted if before/after improvements are completed.
- Other: We now have two meeting rooms at Kennedy Park. They are big enough for your next in-person PAC Meeting.

**VII. COMMITTEE REPORTS**

- Park Events Planning Committee: J. Altenbach – No written Committee Report was provided in advance of meeting, but verbal summary was given at Zoom meeting. Andrienne Horton-Smith will be stepping in

as JoAnn Altenbach's co-chair on this committee with Ivette Williams assisting with activity request forms, special permits and insurance requirements. We will meet on Zoom before next PAC Meeting to schedule events for 2025. Fee Waiver for 2025 PAC Code for Special Event Permits: 20PAC25EVENT.

Committee Chairs: JoAnn Altenbach (chair), Andrienne Horton-Smith (co-chair).

Committee Members: Maryann Drake, Mary Dunneback, Candace Evans, John Smith, Ivette Williams.

➤ Park Investment Committee: L. Linnerud – Full Committee Report was provided in advance of meeting, and verbal summary given at Zoom meeting of project milestones completed and updates, as well as list of questions for discussion with project manager at next month's Zoom meeting. To clarify what Rebecca Medrano stated earlier, the Chicago Park District has budgeted for our project to reflect a 6-foot wide path. The Chicago Park District said that, if necessary, they will absorb the cost in their budget. Lorraine Linnerud asked Rebecca Medrano: "Do you think there will be no issues with construction by July 1, 2025"? Rebecca replied: "The Chicago Park District wants to stick to deadline. I believe there will not be an issue." Milton Chandler is stepping in as co-chair and Katrina Dillard has joined this committee.

Committee Chairs: Lorraine Linnerud (chair), Milton Chandler (co-chair).

Committee Members: JoAnn Altenbach, Katrina Dillard, Charmaine Sevier, Ivette Williams.

➤ Garden Committee: D. Jones – No written Committee Report was provided in advance of meeting, but verbal summary was given at Zoom meeting. Danielle has accepted to be Survey Chair for the Mycological Association (collection of wild mushrooms). Her time will be limited and she cannot devote time working on the Garden Committee so both her and Dorothy Chandler will be stepping down as chairs thereby disbanding the committee. They appreciate everyone's efforts and hard work. With dwindling numbers, it has become too much work for only a few people. We did not have the numbers to water the garden, planting, mulching, etc, We are contacting Breanne Heath to remove our names off The Prairie Park Garden Application as primary contacts. The application process is very lengthy and a lot of development has to be done. Commitment with CDOT and Ald. O'Shea to continue those improvements at the community garden will remain our focus. Danielle will be available for consultation when needed.

Committee Chairs: Danielle Jones (chair); Dorothy Chandler (co-chair).

## **VIII. NEW BUSINESS**

### Board-Related Responsibilities for PAC to Remain in Good Standing:

➤ Chicago Parks Foundation:

- (1) Fiscal Annual Partnership Renewal Agreement (PAC President);
- (2) \$75 Payment (PAC Treasurer); and
- (3) 2024 Financial Report due 1/31/25 (PAC Treasurer). Mail check to Chicago Parks Foundation, Attn: Sonia Horvath, PO Box 14147, Chicago, IL 60614. Note: Semi-annual financial report from 1/1/24 through 6/30/24 was submitted by M. Chandler on 7/23/24.

➤ Chicago Park District:

- (1) 2024 Annual Report due 3/1/25 using online link (PAC President).

## **IX. ADDITIONAL BUSINESS**

➤ PAC Logo (BrandCrowd): FYI for PAC ledger purposes, an auto renewal charge of \$5 each month from 3/2024 through 11/2024 (8 months) as IN-KIND DONATION of \$40 (this expense will not be submitted for reimbursement by PAC from Ivette Williams). Ivette Williams cancelled this service after December's auto renewal. PAC can reactivate the service later if needed. It is a monthly recurring charge. If reactivated, consider adding this action to By-Laws or vote monthly to use PAC debit card so it will be reflected on bank statement and Treasurer's Report. Website: <https://www.brandcrowd.com>

- Smith Village Caregiver Support Group: Becky Stevens asked if information for a Caregiver Support Group Meeting can be included on our PAC Facebook page that takes place every month at Smith Village (2320 W. 113th Pl.). It's for caregivers only (not dementia/Alzheimer's patients as it would be too stressful for them). It's free and no need to sign up, just attend. It is held on the third Tuesday of every month at Smith Village. For more info., please contact: 773-474-7649.
- Recording of PAC Meetings: This was discussed and members were in agreement to record meetings in the future. No one present objected, but we will ask the Chicago Park District about this policy. Everyone on Zoom call or present at PAC meetings would have to be in full agreement.

**X. UPCOMING EVENTS**

Chicago Park District: February 8, 2025 - PAC School

Chicago Park District: April 12, 2025 - PAC Conference

Chicago Park District: April 26, 2025 - Earth Day Citywide Parks Clean Up

2/8/25 - Chicago PAC School: Please register at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=mm85g70F2UmE9tcoM5vW4NQXp4xi95VMjBm8d50wI4RUMTZJOFdLTzVTMKVXMVpYOVJPNjU2VlpSUC4u>

The Chicago Park District is excited to launch the inaugural Park Advisory Council School on Saturday, February 8th at the Chicago Park District Headquarters Administrative Offices. PAC School is a wonderful opportunity for new leaders to learn best practices for leading their PACs, for members interested in starting their leadership journey and for seasoned leaders who would like a refresher on PAC practices. During this half day program (9am-1pm) you will hear from seasoned PAC leaders who will share their experiences in their PACs. In addition, you will have the opportunity to learn about PAC guidelines and best practices in subjects ranging from special events to meeting management. There will also be an informative conversation with the PAC Governance Committee. All participants will leave with a complimentary binder full of valuable information and materials to build a better foundation for leading a PAC, as well as new contacts! Coffee, pastries and lunch will be provided by the Chicago Park District.

**XI. PAST EVENTS**

Chicago Parks Foundation: 12/12/24, Thurs. (1 pm): – 8th ZOOM PAC Roundtable on “Revisiting the PAC Resource Guide”. Emily Beach. (NOTES ATTACHED)

**XII. NEXT PAC MEETING**

ZOOM: The next PAC Meeting will be held on ZOOM on Tuesday, February 11, 2025, at 6:30 PM. ZOOM call-in information will be circulated by email in advance of meeting.

BOARD: The PAC Board meets each month two Saturdays before the monthly meeting to set the Agenda for the upcoming meeting. If you would like to add an item to the Agenda, please contact one of the PAC Board Officers below:

President	Charles Williams	@aol.com
Vice-President	Lorraine Linnerud	[REDACTED] @gmail.com
Secretary	Ivette Williams	[REDACTED] @icloud.com
Treasurer	Dan Niersbach	[REDACTED] @sbcglobal.net

**XIII. ADJOURN**

Meeting was adjourned by Charles Williams at 7:22 pm.

Submitted by: Ivette Williams, The Prairie PAC Board Secretary

