

MINUTES

MEMBERS IN ATTENDANCE: 13

<u>PAC BOARD:</u>	(4)		
Charles Williams	President	Lorraine Linnerud	Vice President
Ivette Williams	Secretary	Dan Niersbach	Treasurer
<u>GUEST(S):</u>	(3)		
Sarah Batka		Rebecca Medrano	<u>PARK SUPERVISOR:</u> (1)
Kim Mayo-Berger			
Renee Murphy			
<u>PAC MEMBERS:</u>	(5)		
JoAnn Altenbach		Maryann Drake	
Milton Chandler		Andrienne Horton-Smith	
Katrina Dillard			

I. WELCOME & CALL TO ORDER

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

II. NEW MEMBERS & GUESTS

No new members joined the PAC this month. We welcomed guests, Sarah Batka, Kim Mayo-Berger and Renee Murphy, from our Prairie Park community. The PAC membership has a total of 45 members to date (24 active; 21 inactive). As a reminder, PAC members must attend at least two meetings from September 1st through August 31st of the following year to remain in good standing and be eligible to run for a Board officer position. All Board officers must be fingerprinted, as well as any PAC members who handle finances and work directly with children. The fingerprinting cost is incurred by the Chicago Park District.

III. APPROVAL OF MINUTES

PAC President Williams asked for a Motion to accept Minutes from 1/14/2025.

Motion accepted by Lorraine Linnerud; seconded by JoAnn Altenbach. All in Favor, AYE. No one opposed.

IV. MOTION(S)

Liability Insurance: On behalf of the Park Events Planning Committee, PAC President Williams entered a motion for the purchase of liability insurance for two PAC events at The Prairie Park: (1) Kite Fly in March/April; and (2) Prairie Park Purge in Aug./Sept. The liability insurance for each event must be purchased separately through the Chicago Park District's liability insurer, Rolei Financial Services, Corp., contact: Jaime Rojkind (approx. cost is \$130 per event). These events are subject to the beginning and ending of the park improvement project and, therefore, may need to be rescheduled and/or canceled.

PAC President Williams asked for a Motion to accept this Motion for purchase of liability insurance. Motion accepted by Dan Niersbach; seconded by Lorraine Linnerud. All in Favor, AYE. No one opposed.

V. TREASURER'S REPORT

PAC Treasurer Niersbach provided the Bank Statement and Treasurer's Report with detailed information. He also gave a verbal summary of the Treasurer's report and PAC's bank monthly activities from January 1-31, 2025:

Beginning Bal. \$3,294.55; Ending Bal. \$3,304.85.

Total Deposits: \$20.25 (SwipeSimple deposit); income subtotal: \$3,314.80;

Total Expenses: \$9.95 (SwipeSimple fees);

Outstanding Checks: (total \$98.17)

#1011 for \$75 on 1/18/25 (Chicago Parks Foundation); and

#1012 for \$23.17 on 2/1/25 (Ivette Williams).

VI. NEW BUSINESS

PAC Vice President Linnerud reported that Park Supervisor Medrano provided her with the following updates from the Chicago Park District Project Manager, Kat Katsma, who unfortunately was not able to attend our PAC meeting:

The Engineering Team has successfully completed their information retrieval phase and obtained: map of the land surface, street layouts, property lines, water, sewer, and drain layouts. They have submitted requests for underground utility mapping for both the wet (water, sewage) and dry (electrical, gas) utilities. Milhouse Engineering and Construction, Inc. is actively working on the stormwater management analysis, which is required by the Department of Water Management (DWM) to make sure the construction and conversion of pervious land to impervious surfaces does not result in problems with stormwater runoff and the capacity of the City's sewer system. When the design is far enough along, the Planning Group will present (virtually) the Park design to the PAC at one of our monthly PAC meetings.

VII. PARK SUPERVISOR

- 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. Coach Martin will move the flag football schedule for spring.
- Other: A new meeting room is now available at Kennedy Park for our PAC to use. It is slightly smaller than the one we have been using, but will still accommodate our group when the larger room is not available.

VIII. COMMITTEE REPORTS

- Park Investment Committee: L. Linnerud – Full Committee Report was provided in advance of meeting. Committee Chair Linnerud provided the following update: Since our last meeting, we have been informed that Milhouse Engineering and Construction, Inc. has been selected to complete the design portion of our Build Illinois Grant project, including Stormwater Management requirements. Also, the Chicago Park District reassured us that we should not be concerned about the grant expiring (7/1/2025) since the Chicago Park District will receive end date extensions if they are needed.
Committee Chairs: Lorraine Linnerud (chair), Milton Chandler (co-chair).
Committee Members: JoAnn Altenbach, Katrina Dillard, Charmaine Sevier, Ivette Williams.
- Park Events Planning Committee: J. Altenbach – Full Committee Report was provided in advance of meeting. Committee Chair Altenbach provided the following information from committee Zoom meeting held on 2/6/25. After much discussion, we decided to stick with the events we have done in the past.

Taking into consideration the upcoming park improvement project, a few of our events may need to be rescheduled and even canceled this year so, although there were some new and great ideas, it was best to keep it simple this year. The events tentatively planned so far are: Kite Fly on 4/5; Earth Day Park Clean-Up 4/26; Meet & Greet in June; July 4th Post holiday Park Clean-Up; Prairie Park Purge in Sept.; Fall Pizza Social in Oct.; 2 additional Park Clean-Ups; and Ribbon Cutting Ceremony to celebrate new park name and completion of the park improvement project.

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

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

IX. ADDITIONAL BUSINESS

The Board has met all PAC requirements and is in good standing per the following:

- Chicago Parks Foundation: 
 - (1) Fiscal Annual Partnership Renewal Agreement (PAC President);
 - (2) \$75 Payment. Mailed check on 1/18/25 to Chicago Parks Foundation, Attn: Sonia Horvath, PO Box 14147, Chicago, IL 60614 (PAC Treasurer); and
 - (3) 2024 Financial Report due 1/31/25. Note: Semi-annual financial report from 1/1/24 through 6/30/24 was submitted by former PAC Treasurer, M. Chandler, on 7/23/24. Full annual report (1/1/24 through 12/31/24) was emailed to S. Horvath on 1/31/25 (PAC Treasurer).
- Chicago Park District: 
 - 2024 Annual Report due 3/1/25 using online link (PAC President). Updated Treasurer information and PAC goals for 2025.

X. UPCOMING EVENTS

The Prairie PAC Event: April 5, 2025 - Kite Fly @ The Prairie Park (12-2 PM)

Chicago Park District: April 12, 2025 - PAC Conference (SAVE THE DATE)

Chicago Park District: April 26, 2025 - Earth Day Citywide Parks Clean Up (8-10 AM)

XI. PAST EVENTS

Charles Williams, Lorraine Linnerud and Ivette Williams attended the PAC School on February 8th from 8 am-noon. It was a very well attended event hosted by the Chicago Park District with approximately 60 attendees. The panel of speakers were both engaging and knowledgeable sharing their vast experiences working with PACs, which was very helpful. Hopefully they will include it in the PAC conference in April.

XII. NEXT PAC MEETING

ZOOM: The next PAC Meeting will be held IN PERSON on Tuesday, March 11, 2025, at 6:30 PM.

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
Vice-President	Lorraine Linnerud
Secretary	Ivette Williams
Treasurer	Dan Niersbach

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XIII. ADJOURN

Meeting was adjourned by Charles Williams at 6:48 pm.

Submitted by: Ivette Williams, The Prairie PAC Board Secretary.

