

DRAFT  
**TRAILER ESTATES PARK & RECREATION DISTRICT WORKSHOP**  
**SMALL HALL**  
**WORKSHOP**  
**February 11, 2008**

Janet Jones called the meeting to order at 9:30 a.m.

Part I-- A short discussion occurred about having information available for the Trustees in advance of the meeting.

**Agenda Item 1. Port Vinny.** Some residents have interest in naming the marina Port Vinny at Trailer Estates. Many trustees added their views regarding the difficulty in "memorializing" all the wonderful volunteers who have given to the park. MaryLou McNulty discussed that the naming of the beach pavilion.

H. Splett: Good idea to commemorate. Port can only be name by one agency, not TE.

**Agenda Item 2. Emergency door in office.** Bruce Smith would like to react quickly to this. Office currently meets code at time it was built. John Vander Molen thinks it is a good idea though. If we rebuild, add on, etc. we would need to build to code. Discussion with J. Jones, J. Vander Molen, J. Salerno, and B. Smith, concerning codes, inspection, and safety. P. Cole, J. Bigley discussed concern relating to insurance, safety, and alarm button.

Public comment from B. Lew, M. Houston, D. Cruikshank, F. Mallory. Ask fire marshal to review. Commended board for review of park by L. Sarhatt, and their completion of some of the suggestions in the review.

M. McNulty, B. Smith, J. Vander Molen, J. Jones discussed gathering info from contractors, considering floor plan, need to bring information to board.

**Agenda Item 3. Deed Restriction Committee Report.** J. Vander Molen reported on memo from chairman of committee: revised deed restrictions, recommend sending revisions and new deed restrictions to attorney to see if they will stand the test (legality) before they are up for public hearing. Discussion about what attorney we use, whether it is workshopped before going to attorney, upcoming schedule for budget hearings and difficulty finding time, whether it could be sent to attorney general for his opinion, our need to have an attorney review since we have been accused, whether the board should put in their input prior to sending (J. Vander Molen, J. Jones, B. Smith, J. Salerno, M. McNulty, P. Cole, P. Durham, M. Cushman).

Public comment from B. Secraw, S.Denson about using attorney general opinion.  
Public comment from H. Splett about getting rid of petty rules.

**Agenda Item 4. Policy and Procedure Manual (J. Jones).** This is a working copy.

**Agenda Item 5.a. Deed Restriction Committee Charge**—Read and discussed charge. Established August 6, 2007. Purpose to provide recommendations to the Board of Trustees for changes in the District Deed Restrictions and will consist of a seven (7) members appointed by the Board.

**Agenda Item 5.b. Beautification Committee Charge**—Read and discussed charge. Established for Trailer Estates Park and Recreation District by the Board of Trustees on February 16, 2004, and formally established as a standing committee on February 18, 2008. Empowered and designated to provide recommendations to the Board of Trustees for beautification and betterment projects in the District using donated funds from the Sunset Beach Walkway bricks and any other donations dedicated to the District in the name of the committee. The Beautification Committee will consist of a minimum of four (4) members appointed by the Board.

Meeting recessed.

Part II--Meeting resumed.

Discussion continued regarding importance of Beautification Committee being a committee of the board. Pam Cole receives minutes from committee. Sharon Denson, 1613 Illinois: Concern about spending district funds and the need to follow the charter. Discussion about need to vote on members of committee if they are standing committee. Also need to appoint board liaison.

**Agenda Item 5.c. Pool Rules/Page 11 of Rules/Regs.** Discussion of the need to match rules in the following: Signs at pool, motions that passed in minutes, and Pool Rules/Page 11 of Rules/Regs. No diapers of any kind--revision on pool rules. Martha Brauer will coordinate paperwork /signage and will prepare motion for Trustee Vander Molen to bring before board.

**Agenda Item 5.d. PP 13/Employees--Drug Free Workplace:** Adopted in 2005 and 2007. Minutes 6/4/07--Attorney stated that random drug testing is not allowed by governmental agency. Discussion about routine vs. random drug testing. Questions about removing it and any ramifications to our insurance coverage. Trustee Cole will make appropriate contacts and bring to board when completed.

**Agenda Item 5.e. PP 25/Employees--Safety Program:** In reviewing the safety program policy the document is incomplete. Mark Yawberg, Maintenance Foreman, conducts the safety program. Recommended that a position be listed in the policy, not a name of an employee. After gathering information from Mark Yawberg and Trustee Vander Molen, the board recommends this policy go to the Policy and Procedure Committee.

**Agenda Item 5.f. PP14/Use of Facilities/Office Access:** On 11/3/03 the board voted on hours for the office but did not state closed on holidays. Public comment has been received--people are concerned that the office isn't closed at the same time each day, and the residents get to the office but then it might be closed. Trustee Smith is concerned that

the office is closed during normal business hours, he feels we need to be open. Trustee Cole discussed that only two(2) individuals can work in the office and what if they can't work. Sharon Denson mentioned that she has experienced times when the office is closed. She also states that she feels confused that when the computer shuts down the office is closed. She mentioned the upcoming budgeting, and perhaps we should consider getting additional help in the office, or perhaps volunteers. When you publish the hours, have the office open. Trustee Vander Molen questioned as to whether we are at a time when we should be a two-person office, based on the needs of the public and the day-to-day operations. Chairman Jones questioned do we need two full-time employees. Trustee Salerno stated he felt that two full-time wouldn't be necessary. The Trustees offered other comments about a half hour lunch set for the office manager. Trustee Cole indicated that you have to have the computer to complete work in the office. When Trustee Cole covers the office for the office manager, she states that 9 times out of 10 the customer request can't be completed, or the customer says that they will return when the office manager returns. Bob Durrin appreciates that we still offer personal contact on the phone. Why not post the lunch half-hour and close/lock the door. Trustee McNulty questions whether 45 minutes would be needed to ensure that customers' needs are met. The office manager would then have 30 minutes for her lunch. Much discussion about posting times in Tribune, be sure office manager has 30 minutes, post time on bulletin boards. Trustee Salerno asked for clarification on her hours, 7:30 a.m.-3:30 p.m. The board agreed (with input from office manager) to office hours as follows: The Trailer Estates Park & Recreation District Office is open on Monday through Friday, 8:00 a.m. to 3:00 p.m. unless otherwise posted. The office is closed from 12:00 p.m. – 12:30 p.m. each day. The office shall be closed on board designated holidays:

- New Years Day,
- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving Day and the day after Thanksgiving Day,
- Christmas Day, and a floating holiday.

Harry Splett indicated he wished to speak about Deed Restrictions when this was completed.

**Agenda Item 5.g. PP15/Caregiver Application:** On 10/15/07 the board agreed with Trustee McNulty's recommendation that the caregiver application be reviewed annually. The board did not make a motion to formalize this. It is recommended that this be brought before the board for a formal vote.

**Agenda Item 6. Organizational Chart: Chain of Command, Duties, etc.:** The board reviewed the revised duties of the trustees that were submitted by the policy & procedure committee. **Maintenance trustee** duties were reviewed. Discussion about amounts allowed for maintenance foremen and trustee to spend without board approval. Purchases up to \$1500 and construction up to \$5000 were suggested amounts. **Secretary Trustee** duties were reviewed. Committee changes to secretary duties included updating the duties to include what Rules & Regs state. Board suggested removing section D.

from page 3 of Rules & Regs. Duties to include: Secretary receives schedules, Secretary will schedule, but not bring schedule to the board (drop 3<sup>rd</sup> bullet on duties). Also E. moved to D. Secretary for the Board of Trustees reserves the right to make changes. Change section 4 from Seasonal to Secretary. Also change Rules for Clubs/Organization. Change from seasonal recreation trustee to secretary. Add to Secretary--noticing of meetings, and any notices (budget, etc) will be submitted by the Secretary. **Seasonal Recreational Trustee**-- change to dance classes, and seasonal Saturday night dances, add #7. Plan and oversee seasonal rec. volunteer luncheon. **Continuing Recreational Trustee**--change to continuing rec. volunteer luncheon, and arrange for hiring of all bands for summer Saturday night dances. **Treasurer Trustee**-- Review of annual staff salary increases, bonuses, benefits are completed by Treasurer. Inventory is listed under #11 so it doesn't need to be listed. Oversee and arrange for lease agreements (facilities and services). Conduct annual review of personnel and drug policy. **Chairman** duties--add Supervise through the office manager all office personnel that are employed by the district. **Public Relations Trustee**--Oversee the maintenance in the district office a public records file for all...**Secretary Trustee**--Oversee the maintenance of the file....

Meeting adjourned.

Respectfully submitted,

Peg Durham