

**MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –January 18, 2012**

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

Sue Butterfield John Hernandez (**absent**) Cathy Abbott Steve Loftus
Bill Bukowski Keith Emling Juli Velazquez

GUEST (S) AND PARTICIPANTS: Gene Lincoln (Progress Reporter), Eileen Crooks & Heather Crooks (Main Street)

Steve Loftus starts meeting at 6:30 PM. All members present, except John Hernandez

Public Forum: Eileen Crooks and Heather Crooks address the board on behalf of Main Street Momence to schedule the 2012 Dixie Day's Event. Eileen Crook's requested the use of the Island Park for father's day weekend Friday June 15, 2012 and June 16, 2012. Eileen stated that it will be a two day event (same as last year). Juli Velazquez stated that she all ready the event tentatively schedule and on the calendar.

Steve Loftus makes a motion to allow use of the Island Park to Main Street for the use of Dixie Day's and Rock the Island scheduled June 15 and 16, 2012. Cathy Abbott seconds the motion and the motion passes by vote.

The Board reviewed Meeting Minutes of December 21, 2011. Cathy Abbott stated that Bill Bukowski and she were not present at the December 21, 2011 meeting and therefore cannot take action and John Hernandez is absent, therefore the minutes need to be tabled to the next meeting. **The Board Agreed – tabled until February 15, 2012 monthly meeting.**

The Board reviewed Executive Meeting Minutes from November 16, 2011. **Cathy Abbott suggested that they table the minutes to Executive Session. Board Agrees.**

Special Meeting Minutes from November 28th & 29th, 2011/December 7, 2011. Public Hearing/Meeting on Proposed Tax Levy. Sue Butterfield stated that there is not a quorum present for approving the special Meeting Minutes. Cathy Abbott stated that we actually do when the Board met on December 7, 2011. **Sue Butterfield makes a motion to accept the Special Meeting Minutes from November 28th and 29th, 2011/December 7, 2011. Cathy Abbott seconds the motion and the motion passes by vote.**

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that we only had one deposit this month which was a state replacement check. Everyone has a copy of the dollar amount in their monthly packet. Juli stated that she is meeting with Cheryl Whitmore from Smith, Koelling, Dyksta & Ohm (our accounting firm) and is going over all our federal tax deposits for the year. Sue Butterfield inquired as to the check payable to Union Pacific if the payment was for rent for the whole year. Juli states "yes" the payment will cover the 2012 year. **Sue Butterfield makes a motion to accept the Expenditures for the month of January 2012. Cathy Abbott seconds the motion and the motion was carried.**

The Board reviews the Financial Reports –

Juli Velazquez stated that the percentages for 2010 are bases on Barb Graves figures (the old accountant) and 2011 figures are based on what Keith Ohm (our new accountant)has figured. Juli stated that the board needs to keep in mind that Keith Ohm has combined some categories which would increase some percentages and dollars spent on some items. Sue Butterfield stated that Keith Ohm must have made

some changes in the recreation category. Juli stated that he did and incorporated some events as a subcategory in recreation. Our tax allocations are divided up when we receive a payment from the County. A certain percentage per distribution should be divided into Corporation, Tort/Liability Insurance, Recreation, Social Security, Paving/Lighting, Audit and Bond and Interest. Everything else is a subcategory of one of these listed. Once those funds are distributed per the 1% if there is any overage, it would go into Recreation.

Juli also stated that she has been working with Cheryl Whitmore from SKDO (Smith, Koelling, and Dyksta & Ohm) who will be inputting our tax contributions and making our tax payments to the IRS. In the past all of our quarter taxes were done off sight. Therefore at the end of each month, I will be faxing over a copy of our payroll and what taxes were taken out and Cheryl will prepare our monthly payment on line as well. This way there are two people checking the figures that are owed. Given all the trouble from last year, this ensures that no payments will be late; the amounts are correct and she will already have the payment information at the end of the year to prepare our W-2's. **Sue Butterfield made a motion to accept the accounting reports as presented. Bill Bukowski seconded the motion and the motion passed by vote.**

TREASURER REPORT – John Hernandez (absent)

Office Manager Report - Juli Velazquez

Juli stated that the flyer's and press release for Valentine's Day skating event is going out this week. It's scheduled for Sunday, February 12, 2012. Juli stated that she has also spoke with Tom Schelling and is working with him on offering new programs for our resident's through Kankakee Valley Park District.

Lastly, Juli is working on Sox Ticket's for this year. She will get the information over to Susie within the week.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he nothing. He stated that it is pretty quiet in the park.

SECRETARY REPORT - Cathy Abbott

Cathy Abbott stated that she received a letter regarding joining the Momence Chamber of Commerce. Cathy Abbott stated we can discuss it in executive session. Juli Velazquez asked if we heard anything on the Chamber pamphlet that we advertised in. She was just wondering how the park district ad turned out and how it looked. Sue Butterfield stated she has not heard from them. Steve Loftus was wondering that as well.

Cathy Abbott stated that she has only a few things, one of which was that she ordered 45 trees which were free from the Illinois Association of Park Districts Living Lands & Waters Million Trees Project. They were giving away 150,000 free trees saplings in by April 2012. The goal of this project is to reestablish native, nut-bearing, hardwood trees along waterways and within our communities; to provide shelter and a viable food source for wildlife and migratory birds; to increase biodiversity; to help reduce erosion and run-off; and to improve water and air quality. Cathy stated that she put in for 20 Oak for river bank stabilization and the low laying areas. They will withstand water. She believes that they are going to be pretty small. Keith Emling stated that Juli Velazquez already gave him a copy of Cathy's email regarding the tree purchase so that he figured that maybe for the first year they could all go into pot's. Sue Butterfield stated that in the past any small scrubs were placed in the holding garden first prior to planting. Sue believes that there is a hold garden back by the maintenance shed. Keith stated that he has used that in the past and will make sure they are cared for. Keith stated that the holding garden is actually pots in the ground. Cathy stated that when we go to plant, just let her know and we can help.

Lastly, Cathy wanted to mention that it is a requirement as an elected official that we are required to take a class on the Freedom of Information Act and this can be done on line. You need to register for this annually and take this class every year. This went into effect January 1, 2012. Sue Butterfield stated that she took this class last year, and it was not that time consuming. It is very interesting and it only takes approximately half hour. It is reading and answering a few questions and you can print your certificate of completion out at home. Cathy stated that you just need to go to the Illinois Association of Park District's website. It is listed right there.

ACTIVITY DIRECTOR REPORT – Sue Butterfield

Sue stated she is working on the summer schedule. She is currently looking into a new event with a company that does traveling murder mysteries. She thought she would contact them and see what it all in tales.

Lastly, Sue wanted to discuss scheduling a date for reviewing and planning the new Budget. Cathy Abbott suggested February 1, 2012 at 6:30 p.m. Juli Velazquez inquired as to whether or not she should she if our accountant could attend. Cathy suggested maybe the second meeting would be good. Cathy Abbott asked Juli to post and publish information on the Special Meeting for February 1, 2012.

VICE PRESIDENT REPORT – Bill Bukowski

Bill stated that he only has a couple of things this month. He spoke to the people at the Red Cross regarding teaching a CPR class in March. Sue Butterfield asked if the Red Cross offered a babysitting class as well. Bill stated that he would inquire.

In addition, Bill stated that he is working on getting quotes from local contractors regarding the bathroom renovations. Keith Emling stated that he would be more than happy to help and meet with the contractors. Keith stated that he thinks we need to concentrate on one portion of the renovations first. The contractors would need to be licensed and bonded and all have the same dimensions and description of the work that needs to be done presented to the contractors for bid. Keith stated the he has a copy of the Option's recommendations for making the bathrooms handicap accessible. If the park district works on just one portion of the renovations at a time it would not be so costly a project.

PRESIDENT REPORT – Steve Loftus

Steve stated he did not really have anything.

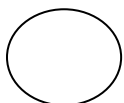
Steve Loftus made a motion to go into Executive Session. Cathy Abbott seconded the motion and the motion carried at 7:35p.m.

Conclusion of September 21, 2011 regular meeting minutes

The Board reconvened to regular session at 7:42p.m.

Sue Butterfield made a motion to accept the November 18, 2011 executive meeting minutes as presented. Bill Bukowski seconded the motion. Motion carried.

Bill Bukowski made a motion to adjourn the meeting at 7:42 p.m. Cathy Abbott seconded the motion. Motion carried.



Steve Loftus
President

Cathy Abbott
Secretary

