

**MOMENCE PARK DISTRICT  
MONTHLY BOARD MEETING –November 16, 2011**

**MEETING MINUTES**

**DISTRICT BOARD MEMBERS AND STAFF PRESENT:**

Sue Butterfield            John Hernandez            Cathy Abbott            Steve Loftus  
Bill Bukowski            Keith Emling            Juli Velazquez

**GUEST (S) AND PARTICIPANTS:** Gene Lincoln (Progress Reporter), Tina Smith (Home Pages)

Steve Loftus starts meeting at 6:30 PM. All members present.

**Public Forum:** Tina Smith from Home Pages phone Directory addressed the Board with a new advertising proposal for next year's Home Pages directory book. The Home Pages book services Momence and the Grant Park area. Ms. Smith pitched her request for advertising regarding the Text Marketing program. This program would allow residents to sign up and receive information about up and coming activities at the Park District that would be delivered right to their cell phone. The cost for this program is \$1,350 per year which included the print advertisement in the Home Pages book and ownership of the text code. Ms. Smith stated that the Board of Director's would need to make a decision as soon as possible for the deadline was quickly approaching. Steve Loftus stated that they would discuss purchasing the new Text Marketing in Executive Session. Tina Smith thanked the board for their time and allowing her the opportunity to present the new advertisement.

The Board reviewed Meeting Minutes of October 17, 2011. **Sue Butterfield made a motion to accept the Meeting Minutes from September 21, 2011. Bill Bukowski seconds the motion and the motion passed by vote.**

The Board reviewed Executive Meeting Minutes from October 17, 2011. **Cathy Abbott suggested that they table the minutes to Executive Session. Board Agrees.**

The Board reviewed the Approval of Expenditures. **Kathy Abbott made a motion to accept the Expenditures for November, 2011. John Hernandez seconds the motion and the motion passes by vote.** Sue Butterfield wanted to mention that the US Bank Bond payment will be due prior to the next meeting therefore she would like a directive to have Juli Velazquez pay the anticipated bill. The bond payment is approximately \$7,000.00. Juli Velazquez asked if the Board wanted to wire the funds for the payment or have a check mailed. Sue Butterfield suggested the wire transfer, for the last payment that was made was misplaced at US Bank and was not applied in a timely manner due to US Bank's error. Therefore, the Board of Commissioners directed Juli Velazquez to make the bond payment in the amount of \$7,714.29 from our general checking account via wire transfer. **Sue Butterfield made a motion to make the bond payment. Steve Loftus seconded the motion and the motion carried.**

The Board reviews the Financial Reports –

Juli Velazquez stated that Keith Ohm was in yesterday (Tuesday, November 15, 2011) to change the account description and account coding for our Quick Books program. In addition Keith set up reports in the system so we may be able to run them here at the office. Our previous accounting reports were not produced here, but at Graves Financial Services. Juli stated that all the bank statements from our general

checking account have been reconciled and we are currently up to date knowing where we stand in our finances. Juli also stated that she printed out a check register from January 2011 to present and placed it in a binder with all of our bank statements for this year. This way at any given time any commissioner may want to check what our account balance is, he/she can just go to the binder instead of signing into the computer in Quick Books. Keith Emling asked about the coding on the Profit and Loss Report. He believes that the percentages are not correct for Park Operations and Maintenance. Juli stated that they are still fine tuning these reports however her and Mr. Ohm wanted to be able to provide the Board with some financial figures for the meeting since they had not gotten any reports since May 2011. In addition Keith Ohm and Dana Meyer are changing some of the language for these account categories (renaming some of them) for auditing purposes. There will be only five (5) categories: Recreation, Audit, Bond, General and Insurance Liability. These five (5) categories will then have a subcategory where Park Operations and Maintenance will come in to play. Cathy Abbott inquired as to whether or not a report could be ran reflecting just one individual category. Juli stated that she believed so, but would check with Mr. Ohm regarding the same. Juli stated that Keith Ohm's main focus is getting the park district in compliance to with the state and that all the funds allocated by the county are in the appropriate categories.

Lastly, Juli wanted to mention that we received the last county tax distribution and it's reflected on the balance sheet. **Cathy Abbott made a motion to accept the accounting reports as presented. Sue Butterfield seconded the motion and the motion passed by vote.**

#### **TREASURER REPORT – John Hernandez**

John stated that it was really nice to finally see some financial reports. He stated that he believes that we are truly making progress with the new accountant (Keith Ohm/Smith, Koelling, Dykstra & Ohm, PC) and is very pleased that the park retained their services. John stated that he doesn't have much, however he did stop into Municipal Bank to get a copy of all our current certificates of deposits. He thought this information would be important for working on the Levy as well as updating our assets to include interest earned for the audit.

#### **Office Manager Report - Juli Velazquez**

Juli stated that Keith Ohm filed for an extension with the State of Illinois for additional time to provide them with a copy of our Financial Report/Audit. He has finalized inputting the pertinent information needed for the audit into our Quick Books account program and upon receipt of the engagement agreement he will begin the task of preparing our audit. Juli also wanted to note that US Bank also requires a copy of the audit to ensure the prepayment of funds for the Bond.

Juli wanted to mention that she booked the second skating event for Sunday, February 12, 2012. The cost is the same as last year which she believes is \$8.00 (which includes open skate and skate rental). The doors will open at 12:00 p.m. and open skate will be until 3:00 p.m. Oak Ice Arena will send us an invoice after the event. The weekend before Valentine's Day has been very successful in the past.

Lastly Juli wanted to say that last Monday, November 14<sup>th</sup> 2011 was her second anniversary with the Momence Park District. She stated that she loves her job and has enjoyed working with the Board of Commissioners and staff.

She has one detail she needs to address regarding contract in executive session. Steve Loftus thanked Juli for her two years of service.

### **MAINTENANCE SUPERVISOR REPORT - Keith Emling**

Keith stated that he didn't not have a lot, except that a new vacuum will need to be purchased for the field house. The current one now is just not working properly and with the new carpet it would be a good idea. **The Board of Commissioners Agreed. Sue Butterfield made a motion to purchase a new vacuum for the field house not to exceed \$225.00. Steve Loftus second the motion and the motion passed by vote.**

Additionally, Keith wanted to mention that he got three (3) trees for the park district. Two of the trees were donated from Modern Woodmen and the third was donated by Mike and July Hemphill to replace the Hess Memorial tree that was destroyed by vandalism many years back. Keith stated that they look great and was planted on the East side of the Island.

Lastly, Keith stated that he would have the Christmas decorations up as he does every year for the Christmas gathering. He doesn't like to put them up too soon for fear they will get vandalized. However, he will have everything done including the bridge in a timely manner. He also stated that he will have runners for the new carpet in time for the Santa Claus event.

### **SECRETARY REPORT - Cathy Abbott**

Cathy stated that she has executive session meeting minutes to review and be approved. Cathy also stated that she went onto the IAPD website to look for policy forms. Cathy printed out a few of them and made folders for each of the Commissioners to review. Cathy stated that we pay so much money for our membership fees that we should be utilizing their services. She is hoping in the up and coming year that with the help of Dana Meyer we can get some policies in place.

In addition Cathy watched a previously aired web seminar on the IAPD website called Alternative Sources of Revenue. She said it was extremely interesting and they talked about how to generate revenue other than the county tax distributions. The seminar stated that only 50% of the funds received should be property tax distributions and the other 50% should be funds generated from other sources such as donations and/or events. They also discussed what methods of advertising work and don't work. One suggestion would be naming a pavilion in honor for the designated donor's name for a specific period of time.

Lastly, Cathy stated that she spoke with Dana Meyer (our attorney) yesterday regarding our up and coming Levy. Dana had some questions for the park district board and wanted to meet to discuss them as well as her preparations for the Levy. Dana Meyer is available to meeting with the Board of Commissions on November 28<sup>th</sup> and 29<sup>th</sup> and/or December 1<sup>st</sup> and 2<sup>nd</sup> 2011. It would be an open meeting (a Special Meeting & Hearing) for the sole purpose of discussing the Levy. Bill Bukowski questioned what times during those days Ms. Meyer would be available. Cathy stated that she would be coming to our office to conduct the meeting. Bill Bukowski stated that he believe he would not be available during those times and day's for his work schedule is extremely busy. Steve Loftus suggested that Monday, the 28<sup>th</sup> of December 2011 would be a good date. **The Board of Commissioners Agreed. Therefore the meeting/hearing was scheduled for on Monday, December 28<sup>th</sup>, 2011 at 4:30 p.m.** Cathy stated that she would contact Ms. Meyer regarding the same. Cathy also stated that she would send out a reminder for the scheduled meeting.

### **ACTIVITY DIRECTOR REPORT – Sue Butterfield**

Sue wanted to mention that the Halloween event turned out better than anticipated. She wanted to thank everyone for their help. The fire department was great and interacted with the guests by the bonfire. Keith Emling stated he had a great time driving the hayrides; however he would like to suggest a designated spot for loading and unloading next year. Sue Butterfield wanted to make a donation to the

Momence Fire Department for their time in the amount of \$50.00. Sue stated since most of the food was donated by Marcottes for the smores that the funds allotted for the event were well under budget. Steve Loftus and Bill Bukowski thought that was a good idea. **Steve Loftus made a motion to donate \$50.00 to the Momence Fire Department for their time for the Halloween event. Bill Bukowski seconded the motion and the motion carried.**

Sue stated that she would like to try a different event this winter. Instead of having two (2) skating events, she would like to coordinate with the Kankakee Valley Park District to host "Rudolph on Ice" on Saturday, December 17, 2011. Oak Ice Arena is having a play on ice leading up to Christmas and thought this would be a great opportunity that would be cost efficient and enjoyable for the family. This year's play is entitled "Rudolph" and the ticket are only \$5.00 for ages 3 and under, \$8.00 for children ages 4 to 11 and the adult price is \$10.00. Sue stated that the park will still offer opening skating in February of 2012 as we have done in previous years.

In addition Sue wanted to advise the status of the Gallery of Trees. She has been in contact with Mark Noller and he has agreed to allow us to borrow approximately nine (9) trees to have decorated. Marcotte's Pizza and the Lion's Club have expressed interest in decorating a tree. Sue thought it would be a great idea for an open house on one of the up and coming weekends in December. She thought this would get everyone in the holiday mood and suggested that you could vote for the best tree in the gallery by bring a can good for donation. Sue thought the date of Sunday, December 12, 2012 from 1:00 p.m. to 4:00p.m. For is a good day for the open house. She thought we could offer either hot chocolate or cider with some Christmas cookies. Sue also wanted mentioned that Santa will be in the field house this year on Saturday, December 10, and Saturday, December 17, 2012. The log cabin was the prior sight for visiting Santa and since the rebuilding will not be completely by Christmas the field house seems like a great place to host the event. **The Board Agreed to the date and time of the open house.**

Sue mentioned that she is working on a scrapbook class for the New Year. She would like to start working on our park district calendar in early January. She has spoken to Paul Karloc and she maybe will to teach the scrapbook class.

#### **VICE PRESIDENT REPORT – Bill Bukowski**

Bill stated that his prime issue he wanted to address is the handicapped accessibility to our restroom facilities. A representation from Options for Independent Living looked at the present facilities and provided him with an assessment of what needs to be done to make them ADA compliant. Bill stated that the report showed the biggest issues were the doorways and the fixtures. He felt it certainly wasn't beyond the realm of possibility to remodel and it is one of the most important needs of the park district. He stated he will draw up a list of what needs to be done and get it out to several local contractors for estimates.

#### **PRESIDENT REPORT – Steve Loftus**

Steve stated he didn't have much but would like to possibly take a trip to go and see some different parks this year. He had visited some parks several years ago and maybe they could get some ideas on how the Board of Commissioners can proceed in advancing the Momence Park District in the future. In addition he also discussed taking some educational classes offered on how to make the park district more efficient.

Lastly, Steve stated that since retaining the new accountant and attorney, he feels more confident that the Park district is headed in the right direction.

**Steve Loftus made a motion to go into Executive Session. Cathy Abbott seconded the motion and the motion carried at 8:35p.m.**

**Conclusion of September 21, 2011 regular meeting minutes**

**The Board reconvened to regular session at 9:11p.m.**

**Sue Butterfield made a motion to pay the fees for Julie Velazquez's notary in the amount of \$125.00. Bill Bukowski seconded the motion. The motion carried.**

**The Board granted Juli Velazquez's request to have the Friday after Thanksgiving off. Steve Loftus made a motion to increase the salary of office assistant, Juli Velazquez, from \$10.00 hourly to \$10.50 hourly effective her hire date November 14. Bill Bukowski seconded the motion. Motion carried.**

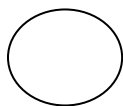
**Sue Butterfield made a motion to approve the October 19, 2011 executive session meeting minutes as presented. Steve Loftus seconded the motion. Motion carried.**

**Sue Butterfield will contact the accountant and request a performance evaluation for Juli Velazquez's personnel file. The Board is extremely pleased with Juli's diligence in working with the accountant.**

**Sue Butterfield made a motion to waive the December fees of the Dixie Jammers due to the field house being used for Santa and the Gallery of Trees in December. Bill Bukowski seconded the motion. Motion carried.**

**Cathy Abbott will contact Tina Smith of the Home Pages stating that the Board is declining the marketing offers that were presented.**

**Sue Butterfield made a motion to adjourn at 9:15 p.m. Commissioner Bill Bukowski seconds the motion and the Motion carried. Meeting Adjourned.**



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**Steve Loftus**  
**President**

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**Cathy Abbott**  
**Secretary**

