

**MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –October 21, 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), Pat Marcotte (Marcottes Pizza & Chamber of Commerce), Lisa Wogan, Leigh Ann Sokoloff, Jane Johnson (Main Street Momence) and Mick Porter (Mayor).

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

Public Forum: Pat Marcotte addressed the board of commissioners regarding the Halloween Event. Mr. Marcotte stated that on behalf of his establishment Marcotte’s Pizza) he would like to donate the ingredance for the Smores. In addition he is also here on behalf of the Momence Chamber of Commerce. The Chamber is putting together a brochure this year and would like know if the Momence Park District would like to have an ad space in the brochure. The cost of the ad space is \$1,000.00 for a full page ad, half a page would be \$500.00 and a quarter ad pages would be \$250.00. Sue Butterfield as if we could include a picture of the park and Pat stated yes and they could put anything in the ad regarding the park district’s yearly events. Sue Butterfield inquired as to the quantity of brochures that the Chamber would be printing to go out to the general public. Pat stated that they anticipate printing around 40,000.00. Mr. Marcotte stated that the Chamber will be going to print within the next few weeks; therefore a decision would need to be made soon. Steve stated that they would discuss the issue in Executive Session and would get back to Mr. Marcotte no later than the beginning of next week. Pat Marcotte thanked the Board of Commissioners for their time in this matter.

Mick Porter stated that he had nothing to discuss he just wanted to sit in on the meeting.

Lisa Wogan addresses the board of commissioners on behalf of Main Street Momence. Ms. Wogan stated that she first off want to thank the Momence Park District for their contributions to the community and was honored to present the Momence Park District with the Community Partnership Award for 2011. Ms. Wogan wanted to just review and go over what Main Street Momence does for the community and why membership is so important. Lisa stated that she was aware that the park district voted not renew their yearly membership and was hoping that they may reconsider and even at a lower level of participation. Ms. Wogan pasted out a copy of the 2009-2010 Economic Impact Report (which is also on their website). She stated that Main Streets main goal is to preserve and promote the historic, cultural, social and economic vitality of downtown Momence and to foster a community with teamwork that will result in a vibrant downtown district. Lisa went into detail further regarding the budget and income which includes 190 total partners, 55 businesses, 135 individuals, and non-profit groups and municipalities. In addition Main Street also has Grant Programs where Van Drunen Farms donates \$10,000.00 a year for a Facade Grant Program and an addition 17 grants awarded for Façade rehabilitation, signage and awnings (all since 2005). In total awards up to \$26,945.00 for far for the community.

Jane Johnson also wanted to address the rehabilitation on some of the older building. Many of them are of historical status and therefore additional guild lines need to be followed in preserving these building. You cannot just retain any contractor to do the job, therefore is finding a contractor that is licensed and trained in restoration, can be costly. Lisa also stated that in 2010 more businesses opened than closed and

she believes that it is attributed to everyone who has gotten involved in helping with Main Street preservation goals in bettering our community as a whole. Leigh Ann Sokoloff also mentioned that there are business loans available and if anyone was considering opening a new business this would be an additional help for them. She stated that one of the requirements is to have a Master Plan for growth of the business. Applications can be picked up at the Main Street office

Bill Bukowski inquired about the Momenca Task Force Committee he was on whether or not the Committee was preceding forward and when the next meeting would be. Leigh Anne Sokoloff stated that the committee had been placed on the back burner for now and that the Downtown Master Plan Steering Committee is working in place of that group for now. Leigh Anne also stated that the Steering Committee and the Lakota Group (a Chicago-based firm) was contracted to prepare the plan (Master Plan) and met in late August to set the parameters for the study and toured the downtown district. Leigh Anne stated that she believes that the Master Plan is expected to be finalized sometime in March of 2012. Bill Bukowski stated he was very happy being involved with that Committee and if and when it would start up again, he would like to be included as he was previous.

Lisa stated that lastly she just wanted to thank the Board of Commissioners again for their time and hope that they would consider renewing their membership to Main Street for the 2011-2012 year. Steve Loftus thanked all that came on behalf of Main Street and wished them the best.

The Board reviewed Meeting Minutes of September 21, 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 September 21, 2011. **Sue Butterfield made a motion to accept the Executive Meeting Minutes from September 21, 2011. John Hernandez seconds the motion and the motion passed by vote.**

The Board reviewed the Approval of Expenditures.

Sue Butterfield inquired as to whether or not the 1100.00 check to Menards was for the shingles. Keith stated it was. Steve Loftus said the band stand looks great, and he did a good job. Juli Velazquez just wanted to mention that she voided check #10203 and #10210 held from last month and reissued another check in their place with the correct coding.

Sue Butterfield makes a motion to accept the expenditures as presented with the exception of check #10203 and #10210. Cathy Abbott seconds the motion and the motion passes by vote.

The Board reviews the Financial Reports –

Juli Velazquez stated that she and Keith Ohm ran into another snag regarding our Financial Reports. Juli mentioned that she entered all of our bill pays for 2010 as requested by our accountant. However, she did not enter the payroll for 2010 given the payroll prior to January 2011 was done by our previous accountant Graves Financial Services. Prior to implementing Quick Books all figures and deductions were faxed over from Barb Graves and a check cut for that amount. Keith Ohm realized that in order to do the audit and or Financial Report for the State of Illinois, those figures would need to be entered into the payroll portion of Quick Books. Keith Ohm stated that he needed those figures from Barb Graves in order to proceed. Therefore, Juli contact Barb Graves and she stated that she would generate a report for her and send it out in the mail. As soon as Juli receives the documentation providing all the tax deductions she will enter the figures accordingly. Juli also wanted to note that given Barb was using an old tax sheet for payroll deductions, that some of the figures would need to be modified in Quick Books.

Lastly, Juli stated to add insult to injury our Quick Books program only allow us to have a maximum of 3

employees at one time. At the time of purchase this version of Quick Books serve the Momence Park District given we only have 1 full time employee, 1 part time employee and 1 seasonal worker. Therefore a larger version was not necessary. However, now having to update Quick Books back to the 2010 year we had 2 seasonal workers. Our version would not allow me to enter all the employee information needed until we up graded to a larger version of Quick Books. Sue Butterfield added the upgrade and used her personal credit card for the purchase. The purchase was an additional \$100.00 and there is a check for that amount in our monthly expenditures reimbursing Sue Butterfield for the purchase. So with that being said we (Juli and Keith Ohm) are still working on getting the information entered and all current to where we need to be. Sue Butterfield stated that in talking to Keith Ohm that really is no way around not doing the up grade and that the information is needed.

.None at this time. Working with the new accountant at this time to be able to generate all of our current reports.

TREASURER REPORT – John Hernandez

John stated that Juli Velazquez pretty much review everything that he had. Sue Butterfield stated that in noting the ending balance of \$57,000.00 that the board talked about taking approximately \$10,000.00 from the general checking account and placing it into a certificate of deposit. Cathy Abbott stated that she didn't believe that we reinvested all of the OLAD funds. Juli Velazquez stated that maybe the Board would want to hold off until all the accounts have been reconciled and they meeting with Keith Ohm and he could advise them accordingly. Juli also stated that Keith Ohm had planned on attending the next board meeting provided that all the documentation was entered and we were current and up to date with Quick Books. **The Board Agreed. Cathy Abbott requested that maybe John Hernandez could stop by Municipal Bank and get a copy of all our certificates for deposit along with their maturity dates for the next meeting. John Hernandez Agreed.**

Office Manager Report - Juli Velazquez

Juli stated that the most important thing that she had was the fact that she met with Keith Ohm our accountant and he is getting us on the right track with our records. However, Mr. Ohm stated that he believes it would be much easier for the purpose of the audit and reports if she would just go back to May, 2010 and enter in all of the checks and bills for that fiscal year. Juli stated that we started Quick Books in January 2011 and therefore anything prior was done by hand and the reports were generated from Graves Financial Services. Keith Ohm mentioned that requesting the information from Barb Grave would be pointless given she had not reconciled the accounts and he would create a "catch-up account" to enter the previous records and once they were all entered he would merge the two accounts together and reconcile them bring us current and up to date. Keith also mentioned that I would not have to provide him with any of our records like I had to do for Barb Graves. He could look at our monthly expenses remotely from his office with our physically bring him the records. In addition the payroll portion of the Quick Books program would also indicate what dollar amount should be paid for taxes and could be debited directly from our checking account without cutting a physical check and mailing it out as previously done.

Lastly, Keith Ohm also will be talking directly with our attorney. They will be working together on up and coming Levy's and new venues that the Board may want to pursue. Keith Ohm does not think we need an audit, however he is checking with our attorney to confirm. He has filed for an extension at this time and believes since we reconcile our finances on monthly bases he thinks we may only need to provide the state and county with a financial statement. Once this is confirmed with Dana Meyer, he will advise the same.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith Emling stated that either now or in April the roof to the bandstand needs to be shingled. Keith said

it is leaking and if it is left go we will end up will bigger problems in replacing the wood. Keith said he has no problems doing the work himself, we would need to just purchase the materials. Sue Butterfield asked him if it was better to roof during the spring or fall. Keith stated it really didn't matter and you could shingle all the way up to Thanksgiving weather permitting. Keith stated we didn't have to do a tear off of the old shingles but would just re-shingle over the existing one already there. Sue Butterfield stated that she believes that the roof was replaced in the mid 1970's (between 1976 – 1984). Steve Loftus asked if the bathroom roof needed to be replaced as well. Keith stated that since Bill Bukowski was looking into renovating the washrooms now, that it was not in dire need at this time, and the bandstand would be his top priority first and foremost. However the washroom roof could be done at a later date once a decision has been decided as to the remodeling process. Keith stated that the cost of the materials should not be more than \$1200.00 in cost. Right now the shingles are priced at \$75.00 to \$95.00 a square. Sue Butterfield inquired as to Keith's work schedule. Keith stated that he would be able to get to it in a timely manner in October before the leaves fall. Regardless as to when it's done, it needs to be done. Keith stated he would do the same color shingles as the field house and the garage to keep the building uniformed. Steve Loftus suggested that he get some pricing from the local vendors as well as Menard and to let him know what the final cost would be. Keith also wanted to mention that he didn't include the price of the nails in the cost nor the starter strip. Therefore, Steve Loftus stated that he would like to set a price of \$1,200.00 for roof repairs. Sue Butterfield agreed and mentioned that Keith could just contact Steve directly with the price comparisons on the materials needed and Steve Loftus would give him finally approval of the purchase. Sue Butterfield makes a motion to approve the purchase of materials for a new roof for the bandstand and not to exceed the amount of \$1,300.00. Bill Bukowski seconds the motion and the motion passes by vote.

SECRETARY REPORT - Cathy Abbott

Cathy stated that she is serving on the Main Street City of Momence Lacoda Group Committee for the purpose of reviewing the master plan. Cathy stated that the only input that she suggested at this time would be that events held on Washington Street continue down to the footbridge to incorporate the Island Park. Bill Bukowski inquired as to whether or not Cathy Abbott may have heard what is going on with the Downtown Revitalization Committee he is serving on. He has not heard anymore regarding any up and coming meetings scheduled and was wondering if Cathy may have been advised as to their status. Cathy stated she had not heard any information. Sue Butterfield stated that she was under the impression that they were awaiting more information for the Lacoda Group as to how their committee was to proceed. Cathy stated that the Lacoda group was supposed to come back during the spring and the Downtown Revitalization Committee would implement their suggestions and they would go from there.

ACTIVITY DIRECTOR REPORT – Sue Butterfield

Sue stated that she was impressed with Squawk and Oink and all went very well. Sue mentioned that Juli has her classes going on and the response has been wonderful so far and the interest is there in the community. Sue also mentioned that she going to talk with Dave Cook to possible do a wreath making class something in November as an additional event to offer those interested in making holiday decorations. Sue stated that she would like to do a game night possibly for the New Year. Sue feels the more classes we have to offer the better with little cost to cover our over head. Sue mentioned that Juli is using a power point presentation currently and John Hernandez was able to borrow the projector from someone in the community. Sue stated this may be something to the park district may want to look into purchasing in the near future and we could offer this as an option for rental of business meetings and educational classes.

Additionally, I was thinking about doing something for Halloween this year. John Hernandez stated that he has hayracks he can get to do hayrides around the park. Sue Butterfield stated that she wanted to go back and check the dates and times of events already scheduled so that our event would not conflict with any others. Sue suggested a hotdog roast or smores for the kids. Sue thought that a Sunday afternoon

may be more suitable than an evening event. John Hernandez suggested that the park schedule the event after Boarder Town Haunting's. Sue stated that she would look into a possible date and advise the same. Cathy Abbott suggested that they incorporate our event with Board Town Haunting to cross the footbridge to the Island Park. John Hernandez stated that if they do a bonfire that he could possible get all the brats from Johnsonville. Therefore Sue Butterfield requested that the Board grant her a budget of \$250.00 for a Halloween Event. **Bill Bukowski makes a motion to grant an expense of \$250.00 for a Halloween event. Cathy Abbott seconds the motion and the motion carries by vote.**

VICE PRESIDENT REPORT – Bill Bukowski

Bill Bukowski stated that he has the Park District's Community Partner Award from the Main Street banquet on August 29, 2011. It was a very nice event and enjoyed by many.

Bill mentioned that he is currently getting quotes on remodeling bathrooms from various local contractors. Bill stated that he met with Dave Plein yesterday and stated he would work up a quote and get back with him. Dave Plein did mention to Bill however that there is an absents of hot water in the bathrooms as of now. Mr. Plein figured that the previous board probably did not include a hot water heater at the time they were built to cut back on cost. The biggest issue is to make it ADA compliant and Mr. Plein does not believe it is really going to take a large amount of revenue to do so. In addition, Bill stated that he is meeting tomorrow with a representative from Options Center (Independant Living) to review and assess the restrooms free of charge on the changes that would need to be made to be in ADA compliance. Ron's plumbing last week advised Bill that the sink would have to be lowered as well as a elongated stool and the entrance door widen. Therefore once Bill has met will all the contractors and received their quotes he will advised the board of the same and the Park District Board and discuss the options for renovation with our accountant Keith Ohm.

Lastly, Bill stated that he is still checking into doing class with the Red Cross. They are make revisions within their organization right now. However this is still a possibity in the near future.

PRESIDENT REPORT – Steve Loftus

Steve stated that he really was impressed with the new paved road. He thought they did a good job and it looks really nice. In addition, he wanted to thank Keith Emling and Juli Velazquez for all their hard work over the summer getting the park ready for the festivals. He was very pleased as well as the Board on how smoothly the events went this year.

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 8:43p.m.

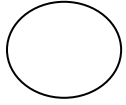
Sue Butterfield made a motion to approve the August 17, 2011 executive session meeting minutes as presented. John Hernandez seconded the motion. The motion carried.

The Board decided to leave Juli's office hours as they are due the accounting work that needs to be completed. Her office hours will be reviewed at the October meeting.

Sue Butterfield made a motion to release the following executive meeting minutes – February 16, 2011, March 16, 2011, and June 15, 2011. The release of these meeting minutes are due to the confidentiality no longer exists. Steve Loftus seconded the motion and the motion carried.

Cathy Abbott made a motion to adjourn at 8:47 p.m. Commissioner Bill Bukowski seconds the

motion and the Motion carried. Meeting Adjourned.



**Steve Loftus
President**

**Cathy Abbott
Secretary**