

**MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –September 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

Steve Loftus starts meeting at 6:31 PM. All members present.

Public Forum: Nothing

The Board reviewed Meeting Minutes of August 17, 2011. Sue Butterfield mentioned a correction in her portion of the August 17, 2011 minute minutes. The correction on the dollar amount of the signage for the No Alcohol signs should be \$19.00 verses \$10.00 as stated. **Correction Noted.** Bill Bukowski also noted a correction in his portion of the meeting minutes. The word activity needs to be changed to active. **Correction Noted. Sue Butterfield made a motion to accept the Meeting Minutes from August 17, 2011 with the corrections. Bill Bukowski seconds the motion and the motion passed by vote.**

The Board reviewed Executive Meeting Minutes from August 17, 2011. Steve Loftus suggests to table the Executive Meeting Minutes as well as the Executive Meeting Minutes schedule for release until Executive Session this evening (September 21, 2011). **The Board Agrees.**

John Hernandez stated that he was very happy at the turn out for Squawk & Oink festival. He thought that New Trails did a good job at dispensing the food. There were little bumps in the road and hopefully next year all the kinks will be ironed out by then. However all and all he was very pleased. John did state that they did have a problem with the grill they were promised initially, and had to make some last minute changes. Bill stated that the weather could have been better, however as it got later into the day, it did seem to draw more people. John stated that they served approximately 400 for the day. Juli Velazquez stated that everyone seemed to be complimenting on how good the food was, however the only complaint she has was with the elderly not wanting to walk all the way to the back of the park to get food. Juli suggested that maybe next year we get a golf cart to take those of can't wait to the food area or actually have a designated spot for carry outs and pick-up's. Bill Bukowski stated that he would be willing to even do deliveries if that would be an option. Sue Butterfield thought that was a great idea. Sue Butterfield also wanted to add that we initially set up 31 paid vendors booths prior to the event and had 6 additional vendors show up that morning wanting a booth that did not have reservations. Juli also stated that the Daily Journal did a great write up on the festival event. Steve Loftus stated that on behalf of the Park District Board he wanted to say Thank You to John Hernandez and the New Trails staff for their contributions in making the Squawk and Oink Festival a success.

Steve Loftus also wanted to add that he is very pleased to see the park being used for weddings. Steve stated that he took a ride to the East end of the Park and was amazed at the set up with the tents and how beautiful it looked. Juli stated that she took pictures of the wedding and had planned out putting some on the website to reflect how beautiful the location was and is perfect for future weddings. Juli stated that Keith Emling worked directly with the tent vendor and family of the bride to make the event perfect. He

did an outstanding job bringing it all together.

The Board reviewed the Approval of Expenditures.

Steve Loftus stated that we have a new accountant and that hopefully things will be back to normal soon. Juli Velazquez stated that she had her first meeting the Keith Ohm (the new accountant) and we are in the process of setting up our account coding in Quick Books. Juli stated to please be patient for it is going to take some time but we are certainly on the right track. Juli also mentioned that we should be able to generate our reports here every month verses having the accountant prepare them on his end. However, in order to do this, and to be able to provide the accountant with the information for our audit, I need to go back and physically enter all of 2010 information (checks, bills, and payroll) to be able to general the required reports and complete the audit. Therefore, it is going to take some time.

Keith Emling stated that he had a question pertaining to the Menards check cut for Squawk and Oink. Keith stated that the only thing that he had purchased for the event was marking paint and it appears that the Menards check and coding is wrong. **Therefore the Board of Commissions Agrees to hold the Menards checks #10203 & #10210** until the coding can be separated and amended accordingly. Cathy Abbott inquired to the check from last month that the board held for Main Street. Juli stated that we void that check accordingly.

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 – **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 possibility 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.

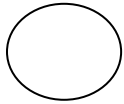
Sue Butterfield made a motion to approve the August 17, 2011 executive session meeting minutes as

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**