

MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –August 17, 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 6:35 PM. All members present.

Public Forum: Nothing

The Board reviewed Meeting Minutes of July 20, 2011. **Sue Butterfield made a motion to accept the Meeting Minutes from July 20, 2011. Bill Bukowski seconds the motion and the motion passed by vote. Steve Loftus abstains from vote.**

The Board reviewed Executive Meeting Minutes from July 20, 2011. **Sue Butterfield makes a motion to accept the Executive Meeting Minutes from July 20, 2011. Cathy Abbott seconds the motion and the motion passed by vote.**

John Hernandez stated that no one came as a representative from New Trails; however he would like to speak on their behalf. John stated that they are worked out all the details on the food portion for Squawk and Oink and New Trails are prepared and ready to go. John stated that he noticed in the paper from previous years that the close time for the Squawk and Oink Festival has been at 3:00p.m. He would request that the Board doesn't not limit the time for serving food until 3:00 p.m. and leave the serving time open and New Trails will continual to serve until the food is all gone. Sue Butterfield stated that in the past the vendors usually start packing up at 3:00p.m. and are usually gone by 3:30p.m. John stated that given the misinformation regarding the admission fee for Glad Festival that was printed in the paper, many people who did attend Glad Festival expressed their disgusts and he would like not to have that happen with the Squawk & Oink Festival. John stated that whatever time is decided among the Board of Commissioners for meal service that the Board stick with it as advertised. Juli Velazquez stated that we retained the band until 4:00p.m. Juli stated that she will not but a limit on the meal service but put until the food is gone. **The Board agreed to meal time for service to start at 11:00 a.m. until the food is gone.**

The Board reviewed the Approval of Expenditures.

Cathy Abbott inquired to the check to Main Street labeled as dues and subscriptions. Juli stated that the check to Main Street is for their yearly membership to belong to Main Street. Cathy Abbott stated that she would like to discuss this check further with the Commissioners. Juli stated that all the checks she presents to the Board of Commissioners each month are all up for approval and at any time the Board can deny payment for any bill they may not be in agreement for. Cathy Abbott stated that she would like any bills that are not our utilities and are out of the ordinary be submitted for payment at the Board Meeting prior to cutting checks. Juli stated that she did not question this bill for payment with the Board given it had been submitted and approved in previous years. **Juli Agreed to cut checks for our utilities, however present any bills that may be in question to the Board prior to cutting a check for payment.**

Sue Butterfield made a motion to accept the Expenditures for August, 2011 as presented with the exception of check 10157 to Main Street. Cathy Abbott seconded the motion and the motion passed 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.**

Office Manager Report - Juli Velazquez

Juli Velazquez stated that the first set of Zumba classes is coming to an end. Donna Collins (the Zumba instructor) would like to schedule the new classes for two times a week instead of one. However, with doing so, the classes would possibly interfere with the last band concert of the season. In addition, Juli stated that she is currently not paying for the rental of the room and if she is approved by the Board to have two nights of week for her classes should she be charged a rental rate or not. Currently the Park District is not making any money on the Zumba Classes. Therefore, Juli would request that this matter be discussed with contracts as the Board of Commissioners go into Executive session. **The Board Agrees to discuss the Zumba Classes in Executive Session.**

Juli stated that she would like to make the Board aware of an incident with the Car Club and Glad Fest Committee on Saturday of the Glad Fest. She stated that she had a relative of hers that needed medical attention on that Saturday afternoon. The ambulance and EMT's responded and gave her medical attention. However, she denied the ambulance to take her out of the park not wanting to make a scene because it was very crowded. She made a phone call to get a golf cart to come and pick her up from her residence down on Mill Street. However, when the golf cart arrived they would not allow access of the family members into the park to pick her up. Therefore, telling the family member she would have to walk to the gate herself or wait until one of the golf carts from the Car Club was available to retrieve her. Juli would like the Board to take note for future reference that the issue may be address next year when approached by the Car Club for the rental.

Lastly, Danny Peddycord will be in to finish the carpet over the weekend. He stated he will contact Keith directly so they can work out the details.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith Emling stated that he did not include the concrete for the Deloris Morrison bench; however he has the receipts if they need to be figured in for the family. Keith stated it's our \$75.00 for the concrete.

Keith also mentioned that he received a call from a gentleman by the name Chad Smith who does Haunted Houses. He stated that he works nights and would be unable to come to the board meetings; however he would like someone to contact him about possibly setting up a haunted house at the park this year. Sue Butterfield stated that she would give him a call.

Lastly, Keith stated that he took down the numbers on the electric meters. Juli stated that once she receives the bill from Com Ed she will compare the same.

Steve Loftus asked when Addison Coulter's last day would be. Keith stated that Saturday August 20, 2011 would be his last day or regular work. Keith stated he would be back for Squawk & Oink (Saturday and Sunday prior to the event and Labor Day). **The Board Agreed to the days for Addison Coulter to work.**

SECRETARY REPORT - Cathy Abbott

Cathy stated that she has Executive Meeting Minutes that need to be reviewed and she would like the Commissors to review so they can be approved. She also has a contract regarding the new attorney as well as the new accountant to be discussed in Executive Session.

Last meeting the Board requested Cathy to run off a copy of the information she received from the Community Foundation so that they could all review the requirements need to apply for the grant and information regarding donations toward the grant. In addition Cathy stated that she copied information from the IPARK website regarding a web seminar on August 29th on Alternative Sources of Revenue. However there are limits spaces available for that date, however the web seminar will be recorded and available on the site in September. This may be something the Board may want to pursue in the future. In Addition, Cathy stated that she received a letter from Main Street notifying the park district that they were awarded the 2011 recipient of the community Award do to with partnership with Main Street and Momence. Therefore, she would request that a representative from the Park District Board be there to receive the award. The dinner and award ceremony is scheduled for Monday, August 29, 2011 at 6:00p.m. at Johnny Angels. Sue Butterfield stated that if you are a receipt ant your dinner is free. Bill Bukowski stated that he would like to attend the ceremony as well as Cathy Abbott. **Therefore, the Board of Commissioners agrees to pay for one dinner ticket to the ceremony and direct Juli Velazquez to cut a check in the amount of \$20.00 to Main Street Momence. Cathy stated that each attendee would need to call in there dinner request. Bill Bukowski stated that he would contact Main Street Momence directly with his main course choice. Sue Butterfield makes a motion for the Board to pay for Bill Bukowski dinner. Steve Loftus seconds the motion and the motion passes by vote.**

Lastly Cathy Abbott stated that she has The Prevailing Wages Resolution that needed to be acted on. Therefore, Cathy Abbott makes a motion to approve the Prevailing Wage Resolution as prepared by our attorney Dana Meyer. Sue Butterfield seconds the motion and the motion passes by vote.

TREASURER REPORT – John Hernandez

John stated that he really doesn't have anything to report at this time with the exception that he has been meeting with Juli prior to our monthly meetings to go over any issues on bill payments and/or expenditures. John did also state that we did receive our first distribution of property taxes and Juli Velazquez put a copy of the distribution in everyone's mail box.

ACTIVITY DIRECTOR REPORT – Sue Butterfield

Sue stated that last month the Board spoke about purchasing the No Alcohol Signs for the park. She found a 10 x 15 sign for \$19.00 each with the International sign for NO Alcohol. Sue will like a directive to go ahead and purchase such signs as requested. In addition Splash Valley was a success. The park district sold all the ticket we had for the event.

Dave Hess and Judy Hemphill contacted Susie with regards to a memorial tree that was originally planted for their father (Ed Hess) at the point of the Island. It has disappeared or was vandalized so they would like to get another one to replace it. They probably wouldn't plant the new one it until October for they would like all the family to be present for the dedication. Sue stated that upon hearing from them on the date and time she will advise the same to the Board.

Sue also stated that she is still a waiting to hear from Dale Morrison on the plaque for the memorial bench. Once he gets back with her they will proceed forward to arrangements for the dedication as well.

In addition Sue stated that she has been talking with Juli about possibly doing something for Halloween. She was kicking around the idea of a camp fire with spooky stories and smores for the children. Lastly, Susie suggested that we may want to get a list together of all the park property. Since the fire at the log cabin she has observed just what hoops the city had to go through for their insurance and it may be in the best interest to photograph our assets of value just as a precaution.

VICE PRESIDENT REPORT – Bill Bukowski

Bill Bukowski stated he didn't have much either, however he is looking into a CPR Class and once he

hears back he will advise the same. In addition Bill stated that the Red Cross does do classes in child care and this may also be something we may want to look into.

Lastly, Bill stated that he really is in favor of up grading our restroom facilities. He is hoping with the consensus of the Board that we will actively seek some sort of funding that may be available to do the renovations on our restrooms making them wheel chair accessible. Bill stated that he is going to get some quotes on the work that will need to be done to upgrade the stalls and the building itself. Once he has met with some contractors he will advise the board of the same.

PRESIDENT REPORT – Steve Loftus

Steve stated that he really didn't have anything, however he was wondering what they were going to do with the cabin. Sue Butterfield stated that they did have insurance on it and the city did plan on rebuilding.

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 August 17, 2011 regular meeting minutes

The Board reconvened to regular session at 8:46p.m.

Commissioner Sue Butterfield made a motion to retain Dana Meyer of Ackman, Marek, Meyer, Tebo & Coghlan LTD as legal representation of the Park District. Commissioner Bill Bukowski seconded the motion and the Motion carried.

Sue Butterfield made a motion to retain Keith Ohm of Smith Koelling Dykstra & Ohm PC for the purpose of assisting with the set up of Quick Books Pro for tracking and reporting district finances to begin immediately. Bill Bukowski seconded the motion and the motion carried.

Sue Butterfield made a motion to agree in principal to retain the services of Smith Koelling Dykstra & Ohm as Park District accountant/auditors pending an acceptable contract from their offices. Bill Bukowski seconded the motion. Motion carried.

Commissioner John Hernandez made a motion to refund the rental fee of the field house due to air conditioner malfunction. Commissioner Steve Loftus seconded the motion and the motion carried.

Sue Butterfield made a motion to pay an additional \$200.00 to Dan Peddycord for the carpet tear out in the field house. Bill Bukowski seconded the motion. Motion carried.

Bill Bukowski made a motion to approve the July 20, 2011 executive session meeting minutes as presented. Sue Butterfield seconded the motion. Motion carried.

Discussion was held concerning the recreation program. The Zumba instructor would like to use the field house two nights a week instead of one and the Board needs to establish a fee for the program. Cathy had concerns regarding opening and closing the field house, John said the door was wide open when he went by the previous evening and no one was in the building. Cathy also brought up the cost of utilities. Discussion was also held about possible classes and activities that go along with Halloween and fall. Sue Butterfield was given the authority to set up activities and/or classes on the Park District's behalf.

Cathy Abbott was directed to contact Dana Meyer regarding the Special Recreation Tax and our time frame.

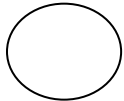
Bill Bukowski was directed to look into bathroom renovations.

The Board tabled the establishment of committee meetings.

Bill Bukowski made a motion to adjourn at 9:05 p.m. Commissioner Cathy Abbott seconds the motion and the Motion carried.

Sue Butterfield made a motion to except the Executive Meeting Minutes as presented. Bill Bukowski seconded the motion. Motion carried.

Steve Loftus made a motion at 8:35 p.m. to close the meeting. Cathy Abbott seconded the motion and the motion carried. Meeting Adjourned.



**Steve Loftus
President**

**Cathy Abbott
Secretary**

