

**MOMENCE PARK DISTRICT  
MONTHLY BOARD MEETING – February 15, 2011**

**MEETING MINUTES**

**DISTRICT BOARD MEMBERS AND STAFF PRESENT:**

Sue Butterfield                      Cathy Abbott                      Steve Loftus      Mike Lee (Absent)  
Bill Bukowski                      Keith Emling                      Juli Velazquez

**GUEST (S) AND PARTICIPANTS:** Gene Lincoln, Ernie Hart and Jeannie Marcott

Sue Butterfield starts meeting at 6:30 PM.

**Public Forum:**

Ernie Hart and Jeannie Marcott address the Board of Commissioners on behalf for the Car Club and Glad Fest Committee.

Ernie Hart inquired as to renting the park once again for the yearly Antique Car Show and Flea Market for the second weekend in August (August 13, 2011) for the same amount as quoted in previous years. (\$3,500). Sue Butterfield stated that the Board noticed an increase in the parks utilities during the previous Glad Fest events last year, where the cost of the electric was approximately \$900.00 more than our regular bill during that time. Sue stated that it was a very hot weekend, however the cost went up considerably. Jeannie Marcott stated that she discovered that some of the vendors were using our power to run their air conditioners for their personal use. Sue stated that she was aware of that and when they realized this Keith notified them immediately that they could no longer do so. Keith Emling stated that once they were told, most of them complied. In addition, Sue Butterfield also wanted to convey that it appears that there will not be a truck and tractor show this year. She stated that their committee has disbanded. Therefore, Sue Butterfield suggest that they set up a separate meeting with the car club committee to discuss in further detail our current utility costs in conjunction with the rental fee of the park. Cathy Abbott stated that she also wanted to mention that our minimum wage fee has gone up in the last couple of years and we pay our employees a considerable amount in over time during the festival. Given the state increase for our hourly wage employees, that will also need to factor their pay in when deciding on the final rental fee for the park. Sue Butterfield stated that the current rate charged to the car club has not been adjusted in approximately 10 years and therefore since the cost of living has gone up, we would just like to be able to cover the park districts expenses for this event. Jeannie Marcott stated that their income also dropped last year and believes that the heat may have been a factor. **Therefore the Board Agrees to meet with the Car Club and Festival Committee at a later date to discuss the final numbers, and reserve the date for the event pending final numbers. Ernie Hart and Jeannie Marcotte both Agreed.**

The Board reviewed Meeting Minutes of January 19, 2011. **Cathy Abbott made a motion to accept the Meeting Minutes from January 19, 2011 December 15, 2010. Bill Bukowski seconded the motion and the motion passed by vote.**

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that she was not going to compose a February District Check Reports however she wanted the Board to see how Quick Books is printing the checks out. Juli figured it would be easier to compare the two reports for the month until the Board got accustomed to the new check listings. Juli stated that she is working with Barb Graves on the reports and they will be fine tuning them as time goes on. Juli also stated that she is working on our new payroll system and the new tax laws have been updated and the correct deductions will be automatically

be deducted instead of Barb hand writing our paystubs. Our pay checks will reflect our year to date contributions for taxes as well as our year to date earnings. In addition, I am now able to run a deposit report reflecting all our monthly deposits showing who made the deposit, the type of deposit and to which account will be credited. **Cathy Abbott made a motion to accept the Expenditures for February, 2011. Bill Bukowski seconded the motion and the motion passed by vote.**

The Board reviews the Financial Reports. Juli stated that Barb did not have the monthly reports done given she is extremely busy with tax time. **Board Agrees to table the Financial Reports to March's meeting.**

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

Juli Velazquez requested that one of the commissioners contact Centru Bank to change our online password. Juli would like to start to reconcile our check book and no longer has access to our bank statement. It appears that the prior secretary created a password that has nothing to do with the park district and therefore, our online banking needs to be reset. We currently get our monthly statement through U.S. mail on the 7<sup>th</sup> of the month. Depending upon what day the 7<sup>th</sup> falls on, it only gives our accountant Barb a short amount of time to be able to create our documents. This would be extremely helpful if I could obtain our statement sooner, allowing ample time for both me and Barb to prepare our monthly documentation.

Juli stated that she contacted Pepsi to see if we currently had a contract with them and if so what type of commission should we be receiving on the sales. The representative from Pepsi stated that we do not have a contract however, we do receive proceeds based on the amount of cans/or bottles sold within a monthly time period prior to refill. Our representative stated that we must sell at least 50 cans/or bottle to get the commission. I conveyed to him that I have never received a check since being employed at the Park District and would like a print out from last year to date as to the sales from said machine. The representative stated that he would forward those documents to us for our records. Upon receipt of these documents I will advise the Board.

The website for the additional meeting minutes is ready to go. However we do not have enough memory to put it up on the website. I am trying convert it into PDF format to save room, so once the meeting minutes for January 2011 are approved I will be getting those up on the site as quickly as space permits.

CSI class sign ups are going great. We have 5 people enrolled now and will be putting the advertisement in the paper. Adults are also showing an interest and would like to see if we can do a class for them. I will speak to Jennifer regarding the same.

Juli stated that she had some questions to employee files. There appears there are no employee records. She just wanted to make the board aware that there really is no information on our current or past employees and this may be something they may want to address in the future.

In addition, Juli stated that we are starting to get some calls on rentals. The Board had talked out raising our rates last year, and if this is the case, the board of Commissions may want to schedule a special meeting to discuss the increases and when they may go into effect for this coming year.

I have also started looking into a canoe trip for this year. Reed's Canoe's are going to get back with me with a price.

Lastly, I looked into getting pricing for a Chicago White Sox game. There are tickets available for the Cross Town Classic on June, 20, 2011 with a ticket price of \$20.00. They are affordable pricing as listed on their website and I have also contacted the bus company in St. Anne with regards to transportation.

The bus company, Cardinal Bus lines, stated that they would be willing to give us a good rate and just let them know where and when and they will provide a quote. The White Sox tickets on Monday's are the cheapest and we could also get a discounted rate for premier seating on the lower level. Therefore, I am going to look into this a little further and see if in fact we can make this possibility a reality. Factoring the rental of the bus, I figured if we charge \$40.00 to \$45.00 per ticket that would be enough money to cover the cost of the game with \$20.00 to play with per person for the transportation. Cathy Abbott stated we would have to set a limited number of tickets for purchase since the park district would be purchasing them ahead of time. Sue Butterfield asked if Juli was aware of the number of seats are on a school bus. Juli stated that she was not for sure, but would get all the details from the bus company. Sue Butterfield stated that we could purchase a block of 50 tickets up front. Sue also mentioned that there may be people who want tickets, however do not want to ride the bus. She asked the board if this is an option that we are going to offer our residents or have a set amount for said tickets regardless. Steve Loftus stated that he didn't think we would have a problem selling the tickets and they should go fast giving we are offering transportation to and from the game. Cathy Abbott stated that Momence School bus seats 71 passengers comfortable and if we get 50 fans we would only need one bus. Sue Butterfield also wanted to make note that we will have to get a parking pass for the bus as well. We will have to also figure that in with the cost. Sue Butterfield stated that she would like to set an agreeable budgeted amount for the tickets and transportation now. If Juli could get the pricing within that set amount or lower, she could purchase the tickets and schedule the event for the park district. **Sue Butterfield makes a motion to purchase tickets for 50 people not to exceed \$40.00 including transportation. Cathy Abbott seconds the motion and the motion passes by vote.**

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

Keith stated that he needs to purchase a new tennis net this year. He checked on pricing and they are approximately \$150.00. Sue Butterfield asked if the tractor is back and Keith stated it has been back and is running great. Sue Butterfield asked if we were applying for the Kultivators Grant this year. Keith stated that we got the barrels last year and believes that we can apply for the grant in April. Sue stated that she would like to see some flowers put by the bandstand. Keith stated that it would look nice, however it is a popular spot for the young kids and they seems to use it as a jumping area for playing. Cathy Abbott suggests that maybe we get some nice flowers for our new walk way leading up to the Rod and Reel Pavilion. Keith stated that he planned on making it look real nice this year as always.

Lastly, Keith stated that he would like to address some issues on Property in Executive Session. **The Aboard Agreed.**

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

Cathy stated that she seen Juli Velazquez changed the website and it looks very nice. Cathy stated that she gets emails from the IAPD they have a special going on for preferred customers for telecommunications. Cathy said that it is a member's benefit program we may want to look into. We could possibly save some money. We may be able to cut cost and some of the local park districts use them as a service. Cathy said that we pay to be a member and if they could save us some money it may be worth it. Juli stated that she could grab our AT&T bill and see what they can do. Cathy stated that the offer is good through March 31<sup>th</sup>, 2011 and they are a reseller of AT&T products and may be able to save 20%. Juli Velazquez wanted to mention that our internet service is also through AT&T.

Lastly, congress is currently working on their budget. It appears that they have not allocated funds for the several years for the land, water and conservation fund. The IAPD is requesting all park districts draft a resolution to go to our congressman and U.S. State Senators to distribute these allocated funds like the law states it should. Cathy got an email from them this week stating that the House of Representatives are is currently working on this. Therefore, Cathy downloaded the draft resolution that we can use and

modify it with our names and numbers. These funds appear to go directly into the state OSLAD Fund and are passed out directly by the Department of Natural Resources. Therefore, in essence some of these funds for our Rod and Reel Pavilion project could have been used for the Federal money. OSLAD funds are state funding where it comes through property taxes and the Federal money has been cut from the budget from year to year. If we wanted to apply for a grant in the future, it is unlikely that we would receive it given it has been cut from the budget and the money have not been available. **Cathy Abbott makes a motion to support resolution #8-2011 in support of the IDNR's ability to make OSLAND grants. Sue Butterfield seconded the motion and the motion passed by vote.**

#### **TREASURER REPORT – Steve Loftus**

Steve stated that he would like to start the process of a new budget meeting soon. Sue Butterfield stated that maybe the first week of March would be a good time. March 2, 2011 was a suggested date, and Sue stated that maybe the board could also set the new rental rates as well. **The Board Agreed.** Steve stated that he would be more than happy to contact Centrue for Juli so that she would be able to access to the online banking.

#### **ACTIVITY DIRECTOR REPORT - Bill Bukowski**

Commissioner Bukowski stated he is working on the line up for bands this year. He is hoping to have something solid to present at the next meeting. He is going to work with Juli and setting up the schedule and together they will contact the bands as far as available. Cathy Abbott stated that it would be great if it was completed by the beginning of May 2011. Bill also mentioned he is still looking into get a CPR Class going for later this spring.

#### **VICE PRESIDENT REPORT – (Absent)**

#### **PRESIDENT REPORT - Sue Butterfield**

Sue Butterfield stated that our donation to the Kankakee Fishing Derby was sent in and the official name was “Catch and Release Steve”.

On a separate note, Sue has been in contact with someone who has shown a special interest in being appointed to the board. Sue would like to table that until next meeting pending the outcome as to whether or not any write in candidates registered with the County. However, she stated that Gene Lincoln from the Progress Reporter could list that there are tentatively two positions available for appointment to the park district board if there are no write in candidates. If anyone is currently interested, they should contact one of our Commissioners and attend April's monthly meeting.

Sue also wanted to mention the eagle sighting on the Island Park. She thought it would be a great idea to maybe have a contest of some sort to name the eagle. She thought that Juli may be able to find some signage that we could post as to the fact that they are on the endanger species list and are to be protected.

**The Board Agreed.**

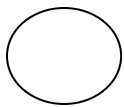
**Sue Butterfield made a motion at 8:00 to go into executive Session to discuss property and review past executive session meetings minutes. Bill Bukowski seconded the motion. Motion carried.**

**Bill made a motion to reconvene into regular session at 8:15p.m. It was seconded by Steve Loftus. Motion carried.**

**President Sue Butterfield asked for a motion to release the following executive session meeting minutes: July 21, 2010, August 18, 2010, and October 20, 2010, November 17, 2010**

**and December 15, 2010. Steve Loftus made that motion and Bill Bukowski seconded the motion. Motion carried.**

**Bill Bukowski made a motion to at 8:17 p.m. to close the meeting. Steve Loftus seconded the motion and the motion carried. Meeting Adjourned.**



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**Sue Butterfield**  
**President**

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**Cathy Abbott**  
**Secretary**