

MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING – January 19, 2011

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

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

GUEST (S) AND PARTICIPANTS: Gene Lincoln and John Hernandez

Sue Butterfield starts meeting at 6:30 PM.

The Board reviewed amended Meeting Minutes of December 15, 2010. **Cathy Abbott made a motion to accept the Meeting Minutes from December 15, 2010. Mike Lee seconded the motion and the motion passed by vote.**

The Board reviewed Executive Meeting Minutes from December 15, 2010. **Bill Bukowski made a motion to accept the Executive Meeting Minutes from December 15, 2010. Mike Lee seconds the motion and the motion passed by vote.**

Public Forum: John Hernandez wanted to invite the Board of Commissioners to join him for the Second Annual Skate Jam sponsored by New Trail Outfitters at the Community Center February 5, 2010 from noon to 9:00p.m. The last skate jam that they had was extremely successful and approximately 60 kids for the surrounding areas came to join in the festivities. They are expecting around 100 kids this time around. New Trail has also added an additional date to the skate jam for March 19, 2010 and their goal is to hold them once a month and to move this event back up town once the weather breaks. Cathy Abbott asked where they keep their skating equipment for these events. John Hernandez stated that they keep most of it at the Youth Center but a few skaters keep some of it at their home. He also stated that there are some skaters that are going to donate some of their used equipment. Cathy Abbott said the kids were very excited about it and they have been picked up flyers at the school office. Sue Butterfield inquired as to whether or not there was someone there to help teach skating. John Hernandez replied that there is an area sectioned off for those just leaning and there are advanced skaters there to help in teaching them. John also mentioned that they had prizes that donated by various vendors in the area. Cathy Abbott stated that she is happy that they are planning events for the kids and if they have any needs to come back and approach the board for possible assistance. Keith Emling stated that he had been to some of the other skate parks in the surrounding areas and they are very nice.

John Hernandez also told the commissioners that he knew a person who would be interested in holding art classes at the park district. He also thought that maybe he could hold archery and/or canoeing classes. Mr. Hernandez also conveyed that he was pursuing the possibility of painting a mural on the east wall of the video store and enlisting the community to help. John stated that once he got more details regarding the same he would keep the park district advised. Sue Butterfield suggested getting with Juli Velazquez regarding available for rental space to organize dates for up and coming events.

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that she just wanted to mention this is the last time you will be receiving the District Check Report as you know it. Next month time permitting you will be receiving a printed report which will list all of the checks that have been written

from Quick Books reflecting expenditures for that month. This will help Barb Graves our accountant as well as the Park District with our monthly reports. Sue Butterfield stated that this program should be really effective. Cathy Abbott stated that she would like to reclude her vote given there was a check written to her (check number #4500) for reimbursement for a recorder purchased for meeting minutes.

Mike Lee made a motion to accept the Monthly Expenditures for December 19, 2010. Bill Bukowski seconded the motion and the motion passed by vote. Sue Butterfield stated that Cathy could just reclude her vote on the one checks and Cathy Abbott stated that she would prefer it this way. Board Agreed.

The Board reviews the Financial Reports. Sue Butterfield stated that she would request the Board of Commissars to set aside the Profit and Loss Statement for this month. It appears that Barb Graves made an error on the date in which is reflected covering a year and half from May 2009 thru December 2010. Therefore until the document is corrected, they will table it to the next meeting. **Board Agreed. Cathy Abbott made a motion to accept the Monthly Financial Reports minus the Profit and Loss Statement for December 2010. Mike Lee seconded the motion and the motion passed by vote.**

Office Manager Report - Juli Velazquez

Juli Velazquez reported that she is getting the Quick books program up and running. After receiving the new checks from Deluxe we will be able to print them out verses the old system of manually handwriting them. In addition Juli is working with Barb regarding the new taxes passed in Illinois for payroll to make sure the program is currently and the proper tax deductions are deducted. Juli also stated that the skating tickets for February are selling and the event looks like it is going to have a nice turn out.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he got the estimate for the tractor and was quoted around \$1,000.00. After taking the tractor apart it appears that the actually cost was going to be over the quote in which they initially gave him. He said that he is happy with the repairs and it seems to be working well. Keith stated that he is always trying to stay within budget and has done pretty well, however things like the tractor repair does come up on occasion and he can't fix them himself.

In addition Keith stated that he spoke with the Pepsi repair man about getting a new machine for outside the field house. He says it looks promising with no cost to the park. Keith conveyed to the Pepsi repair man that the machine appears to only work half of the time, and is constantly get patrons complaining that they either lost their money nor did not get the selection requested. Keith stated that he didn't know what the Park District relationship with Pepsi was, however there is a number that the customer's can call regarding the loss of money. Cathy Abbott asked if the Park District had a contract with the Pepsi Company for having the machine near the field house. Juli Velazquez replied "no" and we get no percentage from the proceeds of pop purchased by patrons. Sue Butterfield stated that she believes that is because they maintain the machine and we do not. Mike Lee added that he had a Pepsi machine by the bait shop and got a cut from the proceeds taken in. Sue Butterfield suggested that Juli contact Pepsi regarding the machine and whether or not the Park District should be getting proceeds or if there is an assisting contract between the Park District and Pepsi. Keith Emling thought we already were getting a percentage from Pepsi. Juli Velazquez stated that she has never received a check regarding the same.

Lastly, Keith stated he stopped by the concrete place in Manteno for benches. He did not see anything interesting regarding what the park had in mind.

SECRETARY REPORT - Cathy Abbott

Cathy made the announcement that we received our reimbursement from the Department of Natural Resources for the OSLAD Grant in the amount of \$32,800.00. The Board decided to invest \$25,000 of the proceeds into CDs and the balance of \$7,800.00 would go into the checking since they had some

sizeable obligations coming due. Cathy Abbott stated that all the signage must remain up in compliance with receiving the money for the grant.

Cathy Abbott stated that she purchased a new recorder and flash drive for the executive meeting minutes. It will make for easy storage in the safe for retaining the meeting minutes. She also wanted to note that in reading the Open Meeting Act the regulations have changed. It states that we need to start posting our meeting minutes to our website within 10 days after our monthly meeting for inspection. These monthly meeting minutes will then be accessible to the general public and need to remain on the website for 60 days. Cathy Abbott suggests that Juli may want to reference the school boards website as to their procedures in posting their monthly meeting minutes. Juli Velazquez stated that she will look at it and comply. Cathy Abbott mentioned while doing so, that we may want to also update what we currently have on the site now and list all our up and coming events. Juli Velazquez stated that since receiving the new computer that she has tried to upload and import the website but has been unsuccessful. She is currently working with Yahoo Site Builders who maintains our website as a host and discovered that we have to use a certain search engine as Internet Explorer versus Google Chrome to import the website. She is currently in the process of updating the website now.

Cathy also stated that in reviewing the new regulations that the board can make a motion to go back and destroy closed meeting minutes that are older than 18 months. These tapes can be destroyed only after they have been released for 18 months. Therefore Cathy stated that well time permits she will start working on this project and will advise the board when a motion to destroy is warranted.

Keith Emling on a separate note had a question pertaining to him and Juli Velazquez employment. Keith inquired as to whether or not any new board members who would come into office had the ability to modify and/or change their personal employment arrangements in which they were originally hired. Sue Butterfield stated that when both you and Juli applied and were hired all contents of your jobs were listed in your personal job description. However, it is up to the discretion of the Board and they can make changes if needed. This also applies to the employee as well. If the employee feels that they may need to amend their job and/or the requirements disclosed in their job description they can present it to the Board of Commissioners and said adjustments will be considered and a motion rendered either accepting or denying the request. Sue Butterfield asked if there was a problem regarding his job description and Keith Emling stated no. He was just concerning regarding the positions up for reelection and if in fact this was possible. Sue stated that as the positions currently held now both you and Juli have an ongoing contract and if amendments were to be made that there would need to be a policy change implemented. Cathy Abbott stated that is why the Board of Commissioners doing an annual review. At such times amendments to your specific job description can be changed or modified.

TREASURER REPORT – Steve Loftus (Absent)

ACTIVITY DIRECTOR REPORT - Bill Bukowski

Commissioner Bukowski stated he is working on the line up for bands this year. As soon as he gets the budget he will be making calls and doing some booking for bands. Sue Butterfield suggested that Juli Velazquez could help him if needed. Sue also mentioned that Mark from the ice cream shop may be interested in selling ice cream at the band concerts this year. Lastly, Bill mentioned that he would like to do another CPR class and is still trying to nail dates now.

VICE PRESIDENT REPORT - Mike Lee

Mike Lee has received a contract from the fishing derby. If the board wants to sponsor the donation is \$150.00. Given Steve Loftus was not in attendance at the meeting the board decided to name the fish after him. The deciding name can be decided and confirmed at a later date with Steve. **Bill Bukowski**

makes a motion to sponsor a fish for the fishing derby. Mike Lee seconds the motion and the motion passes by vote.

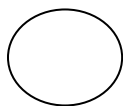
PRESIDENT REPORT - Sue Butterfield

Sue Butterfield stated that she would like to schedule a planning meeting for some of our up and coming events. Sue stated that it is her understanding that Lisa Krinkle is no longer affiliated with the Truck and Tractor show. Sue stated that she spoke with Andrea Shaw about moving the bean bag tournament to the east side. The only issues that Ms. Krinkle had been the admission charge. Sue stated that the people attending would be charged and those who would be actually participating in the tournament could be given a pass. In addition Sue thought that if in fact we would not be offering the Truck and Tractor Show this year, the gate admission could also be amended and lowered to a different dollar amount. The Truck and Tractor Show has always been one of the Park Districts larger expenses. Lisa Krinkle is supposed to get back in contact with Sue to discuss the issues further.

Lastly, Sue mentioned that she would like to discuss the disposition of the OSLAD funds. Sue Butterfield suggested that they put \$25,000.00 into CD's and the balance of \$7,800.00 into the general funds account. If the funds are placed in two years CD's with withdrawal periods without penalty every six months, this would allow the funds access if needed. Mike Lee suggested that they be in the amount of \$5,000.00 increments. Cathy Abbott said she would like to see at least one \$10,000.00 CD given it is less likely that the park district would decide to cash it in versus one of lesser amount. However, Sue stated that the rate is same for both \$5,000.00 minimum and \$10,000.00 minimum.

Cathy Abbott made a motion to deposit \$25,000.00 into 5 CD's at the amount of \$5,000.00 each for a two year term and the remaining balance of \$7,800.00 into the general funds account. Mike Lee seconded the motion. Motion carried.

Sue Butterfield makes a motion to adjourn. Mike Lee seconded the motion. Motion carried. The meeting adjourned at 8:00 PM.



**Sue Butterfield
President**

**Cathy Abbott
Secretary**

