

**MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –July 20, 2011**

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

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

GUEST (S) AND PARTICIPANTS: Tim Simpson

Bill Bukowski starts meeting at 6:30 PM.

Guest: Tim Simpson

The Board reviewed Meeting Minutes of May 15, 2011. Juli Velazquez stated that she found an error in Cathy Abbott’s summary. It’s on the 3 page second paragraph first sentence. It should reflect “The” and not “He”. Juli stated she will amend according. **Sue Butterfield made a motion to accept the Meeting Minutes with the correction from May 15, 2011. Cathy Abbott seconded the motion and the motion passed by vote.**

The Board reviewed Executive Meeting Minutes from May 15, 2011. **Sue Butterfield makes a motion to accept the Executive Meeting Minutes from May 15, 2011. John Hernandez seconds the motion and the motion passed by vote.**

The Board reviews Special Meeting Minutes from June 29, 2011. **Sue Butterfield makes a motion to accept the Special Meeting Minutes from June 29, 2011. John Hernandez seconds the motion and the motion passes by vote.**

Public Forum: Tim Simpson to addresses the Board of Commissioners on behalf of New Trail Outfitters for Squawk and Oink Festival Committee. Mr. Simpson stated that he wanted to advise the Momence Park District Board that all the food arrangements have been taken care. Tim wanted to keep the park district abreast of what has been done so far and where they standing in the lines of preparation. Tim stated that the New Trail’s Board of Directors had met and they are committed to serving food for this year. They have gotten solid commitments from local vendors for the food donations and have their staff in place ready to go. They will be promoting the festival within the next few weeks. Tim is requesting the Momence Board of Directors grant them the space to cook in at the circle turn around given it is a shaded area. He believes that the people are use to eating at that end of the Island from the Glad Fest and would make the perfect spot. Tim stated in previous years it has been up front right off the foot bridge and would like to relocate it given they will be grilling on sight. **The Board grants Mr. Simpson his request.**

Sue Butterfield requested that New Trails decide on their pricing for the meals and convey the information to Juli Velazquez so that she can prepare the press releases and flyers in a time manner so that we hand out for festival. **Tim Simpson Agreed.**

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that she prepared a Profit and Loss statement from her accounting books given we do not have any from Graves Financial at this time.

Keith Emling stated that there should be only one bill for FS. Juli Velazquez stated that she got 2 bills from FS. Juli requested to have Cathy Abbott pull both bills and checks for FS and we will void one check. #10132 to FS will be voided and mark the bill according as a duplicate. Cathy Abbott stated that the bills appear to be different; however Keith stated we only had one delivery and therefore they additional bill may actually be confirmation of delivery. **Therefore, Board agrees to void check #10132 to FS.**

Cathy Abbott made a motion to accept the Expenditures for May, 2011. Bill Bukowski seconded the motion and the motion passed by vote.

The Board reviews the Financial Reports. Juli Velazquez stated that she would like to table the Financial Reports to Executive Session. This is to discuss contracts. **The Board Agrees.**

Office Manager Report - Juli Velazquez

Juli Velazquez stated that she didn't have that much. She stated that there are still tickets available for Splash Valley and sales seem to be going well. Juli also stated that all the vendors' applications and contestants' applications are on the website and are in PDF format. This will allow anyone wanting to partake in either the vendor category or as a grilling contestant to download the forms right at home for their convenience. In addition Juli stated that she received a quote from Malone's Petting Zoo and they have offered in addition to their normal animals an option for pony rides. Juli is requesting a directive as to whether or not the Board wants the pony rides as well. The different is \$350.00 for the pony rides. I believe the board passed on this offer last year and just had the petting zoo. We retained them for 3 hours in the past and the rate of \$450.00 is based on the 3 hours. **The Board Agrees to just have the petting zoo this year. Sue Butterfield makes a motion to accept the contract for the petting zoo minus the ponies. Bill Bukowski seconds the motion and the motion passes by vote.**

Lastly, Juli stated that she is preparing mail outs for Squawk and Oink to previous vendors and they will be going out once they are complete.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he is ready to put the memorial bench in for Deloris Morrison. He wanted the board of directors to decide where they would like it to go. Sue Butterfield stated that her concern was with someone who may be in a wheelchair will not have access on the Southside of the walk. Cathy Abbott stated that if we were going to make it wheelchair accessible, an additional concrete pad would almost need to be adjacent to the bench. Keith stated that he was just concerned about space for vendors during Dixie Days and Glad Fest. Keith suggested that the board walk outside to decide where they want the bench to be placed.

(Board walks outside). The Board decides to place the memorial bench on an angle on the right side of the walk way just approaching the entrance to the Rod and Reel Pavilion. Sue Butterfield requested a copy of the invoice for the bench to send it to the family. Once the plaque has been engraved a date will be set for a memorial dedication and family and friends will be notified. Sue Butterfield agreed to take care of the plaque engraving.

In addition Keith stated that he has all the paper work for any community service hours for those who have work with the Park District. He has forward any executed correspondence that needed to be confirmed to their probation officers or county in which required them to do service. This has always been the protocol since he has been working here.

Keith Emling also asked to go into executive session for contracts.

Sue Butterfield asked about repairing some of the picnic tables. Keith stated that he is working on them now and that there are 80 picnic tables to maintain. Sue also inquired as to problems with the air conditioning in the field house. Keith stated that he had Ron's Plumbing and heating out for service and that there was an issue with the thermostat that he put in last January. Brian (an employee from Ron's plumbing) stated that the digital thermostat that was put in does not work with a unit that old. The thermostats get hung up from time to time. Therefore, Brian replaced it back to the older version and it is working find. Sue also asked Keith to fix the door on one of the stalls in the ladies washroom. **Keith agreed to fix it.**

Cathy Abbott inquired as to what the status of the mud pit was. It appeared to be overgrown in the back where the mud drags use to be. Keith stated he purchased prairie grass to be spread out in that area and was trying to have the seed take root. He had not trimmed that area down for that reason. Sue Butterfield inquired as to what it would take to water the area to help the seed grow. Keith stated that we would need to purchase sprinklers for that area and we had not had much rain to help with the growth. Keith wanted to let that grass root up in that area to bind it all together. Keith stated it has been mud for many years and now with the prairie grass growing it will look much better. It is going to take time to get it built back up. Keith stated that it would take truck loads of dirt to get it to where it was before the truck and track show staged their mug drags in that area. He stated that he would trim the grass down in that area so it would look presentable.

John Hernandez asked if we had extra garbage cans. He stated that he noticed that some of the cans appear to have the bottoms missing. Keith stated that it is much easier from him to remove the garbage bags from the cans when they are full if they do not have a bottom. Keith stated that if the board wants cans with the bottoms in them, he would replace them.

SECRETARY REPORT - Cathy Abbott

Cathy stated that we are still waiting on the title from the park. Last she heard that the deed was recorded and it was being mailed to the park district.

Cathy stated that last year we made an agreement with the Momence Police Dept to patrol the island park. That agreement is still standing until we invoke it in writing. Therefore, we can get a new agreement signed by the new elected president (Steve Loftus) and over to them so they have it on file. Cathy stated she thinks that the police will be able to help reinforce our rules and regulations. We need to start reinforcing our rules due to liability reasons. Cathy stated signage needs to be addressed and placed at the entrance at all our parks (in both English and Spanish). **Bill Bukowski made a motion to post signs at the entrance of our parks regarding No Alcohol on park property. Sue Butterfield seconds the motion and the motion carried.**

Cathy Abbott wanted to discuss putting away additional monies for future projects. Sue Butterfield suggested that the Board may want to table that discussion until more current and up to date reports have been prepared by our accountant. **Cathy Abbott and the Board Agreed.**

Cathy Abbott also wanted to mention that she received a letter from The Community Foundation which is a foundation which awards grants in the community. One of the grants went to Main Street this year and another went for a walking path in Kankakee. However, they also award land grants which we may want to keep in mind for future project. Cathy stated that she spoke with Ms. Loftus regarding the procedure of applying for the grant and she stated that the application process usually takes place in the winter months and the monies would be disbursed in the summer months (they received the proceeds in July). Cathy thought this may be a grant we could apply for in updating the bathrooms. Bill Bukowski thought that was an excellent idea. Cathy stated that it was conveyed to her that upon forming the Community Foundation the organization received approximately \$2,000,000.00 and the interest earned as well as donations is the money disbursed for the grants.

Lastly, Cathy Abbott wanted to mention that Steve Loftus, John Hernandez and herself met with Dana Meyer. She stated that she will charge a flat rate of \$750.00 which would include two meetings, assistance in posting and preparing of the Park District Budgets, Appropriations and Levy's. The Board also asked her about preparations of a policy booklet and any applications of grant, prevailing wages etc. And she would be more than happy to lend her knowledge in those areas. Steve Loftus seemed very pleased with what she had to say and believes she would be an asset to the park district. Therefore, Ms. Meyer stated she would send a proposal over in writing for the sole purpose of retaining her services as legal counsel for the Momence Park District. **Bill Bukowski makes a motion to retain the law firm of Ackman, Marek, Meyer, Tebo and Coghlan, Ltd. John Hernandez seconds the motion and the motion is carried by vote. Cathy Abbott recluses her vote due to personal reasons.**

TREASURER REPORT – John Hernandez

John stated that she has been working with Juli learning all the functions of the Park District. John also stated that he and Juli met with our current accountant Barbara Graves on accounting matters this week and she is in the process of trying to become current on our accounting documents.

ACTIVITY DIRECTOR REPORT – Sue Butterfield

Sue stated that she needs to have everyone sign up to work for Glad Fest. There will be a sign up sheet on Juli's desk. Everyone please donate some time to work a shift.

Sue Butterfield stated that last week's band drew in approximately 150 people. It was Bill Eckhoff and Gone Country. She is seeing an increase in people coming out every week. Marcotte's Pizza seems to be doing well and believes having them on sight for the concerts has increased attendance. It makes the evening more enjoyable having dinner available for the people coming out.

In addition Sue mentioned working on the prevailing wage ordinance for the Park District. She would like to talk to Dana Meyer in preparing the Resolution for recording with the county.

Lastly, Sue would like meeting with John and Juli prior to Squawk and Oink just to finalize the festival plans.

VICE PRESIDENT REPORT – Bill Bukowski

Bill stated that he didn't have much to report on his end this month. He would still like to schedule a CPR class before year's end. Sue Butterfield thought a baby sitter's class may also be a good idea.

PRESIDENT REPORT – Steve Loftus (Absent)

The Board left executive session and reconvened into regular session at 8:50 p.m.

Vice President Bill Bukowski brought to the table the request by Juli for binders to organize business reports pertaining to accounting, and not to exceed \$150.00. Cathy Abbott made the motion. Bill Bukowski seconded the motion. Motion carried.

Commissioner Sue Butterfield volunteered to donate a scanner to the office.

Vice-President Bill Bukowski made a motion to authorize our administrative assistance to attend an appropriate Quick Books class. Sue Butterfield seconded the motion. Motion carried.

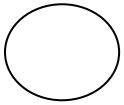
Sue Butterfield made a motion to accept the resignation of Barb Sturgis. Bill Bukowski seconded the motion. Motion carried.

Sue Butterfield made a motion to retain Rick Blanchette as Park District accountant subject to formal meeting with him to be held next week. Cathy Abbott seconded the motion. Motion carried.

A special meeting within 48 hours notice will need to be called to interview Rick Blanchette; no action will take place at this meeting.

Commissioner Cathy Abbott made a motion to adjourn the meeting at 8:56 p.m. It was seconded by Bill Bukowski. Motion carried.

Meeting Adjourned.



**Steve Loftus
President**

**Cathy Abbott
Secretary**