

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

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

Cathy Abbott Sue Butterfield Steve Loftus
Bill Bukowski John Hernandez Keith Emling Juli Velazquez

GUEST (S) AND PARTICIPANTS: John Hernandez, Tim Simpson, Gene Lincoln.

Steve Loftus beginnings the meeting at 7:00 PM.

Public Forum: Tim Simpson on behalf of New Trails

Steve Loftus states that he would like to table regular board meeting business and allow our guests to speak first. **The Board Agrees.**

Tim Simpson takes the floor and would like to request the Board of Commissioners to allow New Trails to take over the food portion of Squawk and Oink. John Hernandez stated that they reviewed the current numbers and cost for the last couple of years and believes that New Trails could spend less money and turn a profit for the event. After numerous discussions with New Trails Board Members, they have all agreed on making the proposal to the Momence Park District Board of Commissioner. Tim stated that the most of the vendors would be donating food and that they are local. This way, the funds would stay in town and the money spent would be going back into our community. Steve Loftus asked if they would be doing the same type of food preparation as the Park District did in previous years. Both Tim and John stated “yes” with the exception that they would be cooking the meals on sight whereas the Momence Park District Board Members had the food prepared off sight and brought in. Sue Butterfield stated that we have a good contact with the Health Dept. and had a health inspector come in last year. Tim Simpson stated that they have prepared meals in the past and knows all the requirements that are needed to prepare the food. In addition John Hernandez stated that one of the members that will be assisting with the event has a food certification from the county and has already taken the classes as the health department suggests. John also asked if they could serve the food longer than last year and continue to serve until they would run out. Steve Loftus stated that as the final plans get ironed out, he would like New Trails to meet with the Momence Park District Board so that they can confirm the details for the event. **Both Tim Simpson and John Hernandez Agreed.** Sue Butterfield stated that she would like to make a motion in spirit to accept New Trails offer with the agreement that the details will be worked out at a later date. **Therefore, Sue Butterfield makes a motion to accept the offer in spirit that New Trails will take care of the food portion of Squawk and Oink, on Labor Day this year, with the details to be worked out at a later day. Bill Bukowski seconds the motion and the motion passes by vote. (John Hernandez recluses his vote).**

The Board reviewed Meeting Minutes of May 18, 2011. Sue Butterfield notes some changes in secretary’s portion of the meeting minutes to be correct. Please note the correction of language on the 4th page reflecting word dispensing, which needs to be changed to disbursing. Keith Emling also noted that the name of the vendor in his Maintenance Supervisor Report was also incorrect. The Correct company’s name that the grass seed was purchased from was Stock Seed Farms and not Prairie Grass Seed. Cathy

Abbott also mentioned that she believed that the first paragraph on the first page should also be changed to reflect the correct grammar of the word reorganize verses organizing. Juli Velazquez noted the corrections to be made. **Sue Butterfield made a motion to accept the Meeting Minutes from May 18, 2011 as amended. Cathy Abbott seconded the motion and the motion passed by vote.**

The Board reviewed Executive Session Meeting Minutes from May 18, 2011. Cathy Abbott noted an error in the first sentence that needs to be corrected. The sentence should read Juli wanted to share not Juli to share. **Sue Butterfield makes a motion to accept the Executive Meeting Minutes from May 18, 2011 as corrected. Bill Bukowski seconds the motion and the motion passed by vote.**

The Board reviewed Special Meeting Minutes from May 25, 2011 for sole purpose of finalizing the budget and appropriations for the 2011 – 2012 fiscal years. **Sue Butterfield makes a motion to accept the meeting minutes from May 25, 2011. John Hernandez seconds the motion and the motion carries by vote.**

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that she didn't get anything from Barb Graves our accountant. Juli stated that Barb had the Park Districts required documents in plenty of time to prepare the reports, however Barb went on vacation. Therefore, Juli stated that she printed a report reflecting May and April, 2011 bills so that the board could see a comparison on funds being disburse from our checking. Juli also stated that she prepared a separate report reflecting May and April 2011 deposits. Juli also requests of the board to hold a check (10084 in the amount of \$1,336.00) that she prepared in this month's expenditures written to Deuschle/Gilmore Insurance. Juli stated that she received a letter stating that our workman's compensation insurance was cancelled. Therefore until she can contact Pat Gilmore to find out what the status is as of date, she would like the payment held for that purpose. Juli also state that she has been in contact with a representative from IPARKS and it appears that Deuschle/Gilmore never forwarded our insurance payment to them when in fact we paid our insurance in April this year (2011). Juli wanted to remind the Board of Commissioners that the same thing happened last year and our insurance was purchased directly through IPARKS and not Deuschle/Gilmore. Juli Velazquez suggested that give these errors with Deuschle/Gilmore the board may want to discuss changing insurance companies for future policies. Sue Butterfield stated that she called the fact we were without insurance for a two months last year and IPARKS back dated our policy to cover the months missed. Sue stated that she will call the bank tomorrow and check and see if the check cleared. Steve Loftus also mentioned that he will get our online banking straighten out so we can look quickly in the future. Cathy Abbott stated that the Board has table discussion on Insurance agents and coverage for the May 25, 2011 meeting and will be discussing that shortly. Sue Butterfield stated that in April 2011 that Deuschle/Gilmore were having problems understanding the new appointed commissioners for the Momence Park District. Sue stated that she would like to have Juli send the payment to Deuschle/Gilmore, however she would suggest that it be sent certified mail, return receipt requested. This way the Momence Park District has proof that the payment was received. Juli stated that they were not cancelling the policy for lack of payment, but they were cancelling the policy for lack of documentation from our accountant (which was the 941 Internal Revenue Service forms). Juli stated that she sent our current audit to them reflecting what the park district pays into for taxes as well as additional information. This she believed will reflect the numbers needed until Barb Graves could provide them with the individual forms needed. Cathy Abbott interjected and stated that she was confused. Juli Velazquez stated that she would be more than happy to explain. We currently have two separate issues going on with our insurance. In April, 2011 the Momence Park District sent our annual insurance premium to Deuschle/Gilmore. This coverage is for our parks itself. Deuschle/Gilmore in turn should have forwarded our funds to IPARKS. As of today's date, IPARKS has not received any funds for our insurance. Therefore, it appears that Deuschle/Gilmore accepted our payment and never paid IPARKS. The second issues that we are address with Deuschle/Gilmore are that our current policy underwriter which is Liberty Mutual is no longer providing Workman's Compensation Insurance Coverage.

Therefore, Deuschle/Gilmore was to find a new underwriter (Travelers Insurance) to write our policy. Deuschle/Gilmore prepaid Travelers Insurance (on behalf of the Momence Park District) however Travelers was requiring additional information on the commissioners. Unfortunately, the commissions were being appointed to the board at that time, and therefore, were not sworn in officially to execute documentation. Traveler's, then cancelled the initial policy and rewrote a new one after the May 2011 monthly board meeting reflecting the new appointments to the Board of Commissioners. In addition, Travelers also requested documentation from our accountant which needed to be provided. Cathy Abbott stated that she now understands and would like to direct Juli to look into other insurance agents who do business with IPARKS. Sue Butterfield stated that she would like the board to concur and have Juli send the \$1,333.00 check to Deuschle/Gilmore for the workman's compensations insurance certified mail, so that the insurance agent can't dispute receipt of payment and cancel it for lack of funds owed. **The Board Agrees.**

Sue Butterfield makes a motion to accept May 18, 2011 Expenditures. Cathy Abbott seconds the motion and the motion passes by vote. (Special mail to be sent certified to Deuschle/Gilmore)

The Board reviews the Financial Reports. Juli stated that the reports were not done for this month. Barb is now vacation. Sue Butterfield stated that she will contact Barb Graves and discuss the matter of our reports.

Office Manager Report - Juli Velazquez

Juli Velazquez stated that she went to the Chicago White Sox game and everyone had a good time. She took lots of pictures and will be putting them on the website. She also mentioned that the Park District gave away on the radio station the Valley two sets of tickets that were left and the people that won them were very much excited as well. They Valley were very appreciative as well. I think we got great exposures from the ticket give away.

In addition Juli stated that she is working on the dates for Splash Valley and will let you all know soon.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he got the carpet estimate and sample from Dan Pettycord. John Hernandez stated that Dan Pettycord suggested a hunter green carpet he thought it would go good with the knotty pine walls. Keith stated that the salt would show up on the green. Keith stated that Empire's quote was approximately \$1,900.00 vs. Dan Pettycord's quote of \$2,100.00. Keith stated that he would suggest that we replace the carpeting in November and that Dan would be more than happy come to the meeting to discuss his quote in person. Cathy Abbott stated that she would like to replace it sooner than later. Steve suggested that we replace it within the next three month since we increased the rental rates. Steve suggested that Juli get in contact with Dan Pettycord and see if he could come to the meeting on the 29th of June. **Juli Velazquez agreed to do so.**

Next Keith stated that we have the memorial bench for Deloris Morrison. The plate is here as well and we need to get it engraved. He will be putting the bench in after Dixie Days.

Steve Loftus inquired how things were going. Keith said this week is hectic because of Dixie Day's other than that things are good. Steve also stated that they would be going into Executive Session this evening for his review.

SECRETARY REPORT - Cathy Abbott

Cathy stated that she attended the water works conference last Tuesday at the Kankakee Hilton. Mainstreet had a table there. The conference focused on how they could reduce the sedimentation. He Kankakee River has a lot of sand in it where as the Iroquois River seems to have a lot of dirt and clay. They have established a group of people for round table discussion on what they can do to improve the

river and where the river is headed in the future. Sean Loftus had a great PowerPoint presentation that highlighted the river and the Momence Park District was featured in his presentation. It was very nice.

In addition, Cathy Abbott stated that she spoke with the Mayor Mick Porter with regards to the progress of the recording of the deed. Mick stated that he had not heard anything at this time from the City of Momence's attorney. Therefore, Cathy requested that they discuss contract for attorneys in Executive Session.

TREASURER REPORT – John Hernandez

John stated he has nothing at this time. He has already learned a few things and is hoping to do a good job!

ACTIVITY DIRECTOR REPORT – Sue Butterfield

Sue wanted to address the issue of renting Walnut St. The Board never set a rental rate for Walnut St. however the issue of a porta potty seems to be the general concern. Sue stated that she would like to possible look into whether it would be cost efficient in renting a porta potty for an event there or give the renter the option to get one themselves. Juli stated that we approached by different organizations wanting use of the Park District facilities, she would like to see the board look into the date a little more closely. We have granted use of the park to various organizations free of charge; however some of those dates in the past have been on the parks busiest rental weekend therefore, resulting in loss of income which normally would have been booked by other customers. Cathy Abbott stated that sometimes it not all about money and we should bring the community together and co-sponsor various events.

In addition, Sue inquired whether or not we want to incorporate a small fishing tournament with Squawk & Oink. Her only concern is that it may interfere with the Archery Shoot. Sue stated that maybe they could look into a possible date in the up and coming months.

Lastly, Sue mention that we may want to close the park early this year for the 4th of July celebration. Keith Emling stated that he had a hard time last year removing some visitors from the park. The pyrotechnic crews for the fireworks need ample time to set up for the festivities. Keith stated that he will be closing the gates at noon. Juli Velazquez stated that she would post a notice in the paper regarding the same.

VICE PRESIDENT REPORT – Bill Bukowski

Bill requested the possibility of a Chicago Cubs game in the near future. Juli Velazquez stated that the Board of Commissioners would have to set a dollar amount because the cost of the Cubs tickets was more than the White Sox tickets were. The bus would also need to be factored in. Juli also stated that she has no problem setting up events, however at least one Commissioner should attend the event especially when it is something that they are suggesting. Sue Butterfield stated that we would have to take a look at the budget and see if we could fit it into the budget.

Cathy Abbott stated to Bill that given we pay a lot of money to IPARKS that we should take advantage of their benefits. Cathy suggested that maybe Bill would be interested in searching their website and see just what they have to offer. Cathy noted that in visiting the website herself she seen different legal forms and procedures that may be helpful for the Momence Park District in the future. **Bill Bukowski agreed to do so.**

PRESIDENT REPORT – Steve Loftus

Steve stated that Tom Breitenbucher from the Kankakee Valley special recreation contacted him again and he realized that we had much going on and would be more than happy to meet with the Commissioners

again.

Steve Loftus made a motion to go into Executive Session at 8:35p.m. Bill Bukowski seconds the motion and the Motion carried.

The Board reconvened to regular session at 10:09p.m.

Sue Butterfield made a motion to increase Keith Emling's salary 1% and to continue to pay his health insurance premium in full effective his anniversary hire date and to be reviewed in one year. Cathy Abbott seconded the motion and the Motion carried.

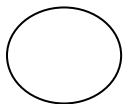
Steve Loftus and Cathy Abbott were directed to set up an appointment with Dana Meyer, attorney.

Steve Loftus and John Hernandez were directed to talk to Juli about a need for set office hours.

Sue Butterfield made a motion to accept in principal the carpeting bid from Dan Peddycord for the entire field house subject to final color selection. John Hernandez seconds the motion and the motion carried.

Sue Butterfield made a motion to revert back to the 6:30 p.m. start time for the regular park meetings beginning in July. Cathy Abbot seconded the motion and the motion carried.

Sue Butterfield made a motion to adjourn the meeting at 10:14 p.m. John Hernandez seconded the motion and the motion carried. Meeting Adjourned.



**Sue Butterfield
President**

**Cathy Abbott
Secretary**

