

MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –March 16, 2011

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

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

GUEST (S) AND PARTICIPANTS: Ernie Hart and Jeannie Marcott (Antique Car Club). Hollice Clark III, Tom Breitenbucher (Bourbonnais Park District) and Connie Zelhart.

Sue Butterfield starts meeting at 6:30 PM.

Suggests all of our guests to address their issues first and table Park District Business and financial matters until our guests are done. **The Board Agrees.**

Public Forum:

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

Sue Butterfield stated that Ernie Hart and Jeannie Marcott were asked to come back and attend this monthly board meeting to finalize the rental agreement for this year's Antique Car Show. The Board of Commissioners proposed a rental increase this year raising the rental fee from \$3,500.00 to \$4,000.00. There has been an increase in utilities over the years, and the additional \$500.00 would cover the use of the electric as well as some of the additional charges incurred by the park during that weekend. Ernie Hart stated that they too have had seen increases over the years on their part, from the expense of the banners, advertising, awards and attendance. Mr. Hart explained that it costs the Car Club approximately \$14,000.00 to host the event. With the additional \$500.00 added to their expense it will really be hurting their budget. Sue Butterfield stated that the Park District income is very limited and to host the show now with the economy, the rate of \$3,500.00 is just not covering the cost for the Park District. Jeannie Marcott stated that the Park District's increases in utilities were bases on the entire weekend. That the Park District collects the entrance fee as income, however the Car Club has to pay the food vendors. Therefore, Jeannie stated that the Car Club Committee doesn't believe that they should have to take on most of the expenses. Sue reminded them that the gate rental fee income was only for the Tractor Show on Sunday and that they have not received any income from the food vendors nor from the gate entrance fee on Saturday. Sue also stated that the rental fee of \$3,500.00 has not increased in 10 years and believes that the additional \$500.00 increase is not unreasonable. Sue inquired as to what the Car Club considered was a reasonable increase. Ernie Hart stated half of the \$500.00 (\$250.00). Cathy Abbott then inquired as to when the Car Club actually starts setting up for their event. Jeannie Marcott stated that she has a crew start setting up on Monday, Tuesday and Wednesday prior to the weekend's events and then the whole committee is present for final set up on Friday. The Field House is only used on Friday and Saturday. Cathy stated the park district only compensation is the gate fees on Sunday for hosting the Tractor Show, which appears the Park District, will not be hosting this year. In addition the Car Club needs to consider the fact that we can't collect any fees as well for Field House rentals for that time of set up and that we also need to consider the additional hours worked by the Park District employees. Steve Loftus suggested that the \$500.00 increase may be phased in over a period of time to make the adjustment a little easier on the Car Club. Ernie Hart stated that would be a better option for the Car Club.

Sue Butterfield makes a motion to go into Executive Session to quickly discuss the details of the

Antique Car Club's Rental Agreement. Steve Loftus seconds the motions and the motion passes by vote. (6:40 p.m.)

All guests present are asked to step out of the Board Meeting.

(6:55 p.m.) The Board makes a motion to reconvene into regular session. Guests return.

Sue Butterfield states that the Momence Board of Commissioners are reached a decision to increase this year's rent to \$3,750.00 with an understanding that in January of each new year (starting 2012) the board will review their expenses for said event. **The Car Club Agreed to the rental rate of \$3,750.00 for the 2011 year.**

Public Forum: Connie Zelhart from Main Street Momence addresses the board of commissioners regarding Dixie Days. Main Street Momence would like to reserve Friday June 17 and Saturday June 18, 2011 for the event. The Dixie Day's committee has not decided whether or not they are going to be having a band this year on Friday night, however they would still like to reserve Friday evening just in case. Ms. Zelhart stated that upon their board's decision, she will advise us of the same. The times for this year's event are going to be 2:00 p.m. to 7:00 p.m. on Saturday. Dennis Rehman is in charge of parking the cars this year. Mr. Rehman will arrange the parking accordingly with Keith Emling.

Cathy Abbott made a motion to reserve June 17 and June 18, 2011 for Main Street Momence to host Dixie Days at the East End of the Park. Bill Bukowski seconded the motion and the motion passed by vote.

Public Forum: Tom Breitenbucher (River Valley Special Recreations Association) and Hollice Clark III (Bourbonnais Park District), along with Alice Harland and Cathy Harland address the Board of Commissioners in getting involved with special recreations programs for people with disabilities. Mr. Breitenbucher stated that they work with park districts in the area providing activities for people with disabilities that would normally not be available. There are about 29 different park districts who offer these services in Illinois. There are summer camps and Special Olympics. There are levy's available to help fund these programs for the residences. Tom Breitenbucher stated that if this would be of interest to the Board, and he would be willing to help us in applying for the Special Recreation Levy. Hollice Clark III stated that they keep funds aside each year for this program. If you would need to make areas of the park handicap accessible, you will be able to use some of your SRA (Special Recreation Association) to fund that project. Cathy Abbott asked how do you determine how much money would go to the SRA fund? Mr. Hollice stated that is the interesting part. The Bourbonnais Park District uses the EAV as the controlling factor for the SRA. For the first two years of the contract the Bourbonnais Park District pays 6 % and the River Valley Special Recreation Association 4%. The first year upon signed the contract is essentially free because you are not taxed on it. After that point, The SRA and the Bourbonnais Park District would sit down with the Momence Park District and review their numbers and base the contributions accordingly. Mr. Breitenbucher would then also put programs together in our area for residents to participate in. In addition, one of Momence Commissioners would then also serve on the Board of Directors with the SRA. Mr. Breitenbucher and Mr. Clark III thanked the board for an opportunity to present their serves and programs.

The Board reviewed Meeting Minutes of February 15, 2011. **Steve Loftus made a motion to accept the Meeting Minutes from February 15, 2011. Cathy Abbott seconded the motion and the motion passed by vote.**

The Board reviewed Special Meeting Minutes from March 2, 2011. **Steve Loftus makes a motion to accept the Special Meeting Minutes from March 2, 2011. Mike Lee seconds the motion and the motion passed by vote.**

The Board reviewed the Approval of Expenditures. Juli Velazquez stated that after installing the Quick Books payroll program she discovered an issue with the tax table Barb Graves was using for deductions. The payroll deductions were not adding up to what was installed in the program. Therefore after contacting someone at QuickBooks and having them walk her through the process the tax table Barb Graves was using was not correct. Therefore, the employees as well as the Park District's tax contributions were actually paid in to over the correct amount, resulting in Juli Velazquez and Keith Emling's payroll checks to be more for one pay period. The accountants at QuickBooks stated that since the amount of deductions were over in the past, the program would not take any money in deductions, until the amount paid into balanced itself out. Juli stated that she faxed over a copy of the tax table provided to her from QuickBooks and the State of Illinois. Barb stated she was using the wrong table and to use the one provided from QuickBooks and the State of Illinois. In any event, we are correct on our end and it eventually balances itself out.

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. These reports should help us with the next budget. **Bill Bukowski made a motion to accept the Expenditures for February, 2011. Cathy Abbott 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. Cathy Abbott inquired as to when the last time we received Financial Reports from Barb. Juli Velazquez responded that December 2010 was the last ones received which were wrong. However the corrected Profit and Loss statement was in fact received and is in your meeting packet this evening. Sue stated that she will give Barb a call to see where we are at. **The Board Agrees to table the Financial Reports to April's meeting.**

Office Manager Report - Juli Velazquez

Juli Velazquez stated that she checked on Call One on the services to reduce our monthly phone bill. Unfortunately since our fax and internet is on our main line, there would be little or no savings to switch our account from AT & T.

The White Sox Tickets are going great and our upfront cost on the event totaled \$1,100.00. The bus is only costing us \$50.00 an hour. Therefore we will be making approximately \$950.00 on this event. The press release for this event was sent out to 13 different radio/ newspaper publications. Cathy Abbott stated that she heard it on the Valley radio station the other day.

The meeting minutes are also up on the website, however Juli has been having an issue with space and can't store the actual minutes to the website. The City Council as well as the Momence School Board uses PDF format which we do not have the option with our Word for office program. Therefore, I would like to request the Board of Commissioners to allow the purchase of the Word Program Publisher so that I can convert the meeting minutes into PDF format. The cost of the program should be around \$129.00. Cathy Abbott asked if it wasn't part of the Word program we initially purchased with the new computer. Juli stated know that we purchased the Word for students program and it is only on the 2010 Word for business program. Comp-U-Serve doesn't carry it, however they suggested I get it from Staples or download it directly from Microsoft. Juli stated that she would prefer to actually buy the disk verses downloading it from Microsoft's website.

Cathy Abbott makes a motion to approve the purchase of publisher not to exceed the cost of \$150.00. Mike Lee seconds the motion and the motion passes by vote.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he looked on the website for Kankakee Kultivators Grant and he did not see anything to apply. He doesn't know if they are going to be offering it this year. He thought there would be at least something listed mentioning it. It's also flower time again and Keith is asking the Board of Directors to set his budget for the purchase of flowers for the parks. Sue Butterfield asked what funds were approved last year and if he thought he had enough money for the previous purchase. Keith stated that the park granted him \$400.00. Sue suggested \$500.00 because we have the walk way to do this year. Keith stated that he was fine with whatever the board decided.

Steve Loftus makes a motion to allow a flower allowance for the park in the amount \$500.00. Mike Lee seconded the motion and the motion passed by vote.

In addition, Keith stated that he has been looking into benches for Deloris memorial bench. He found a nice bench that the park may be interested in purchasing. He has the catalog here to look at and the board could make the final decision. Cathy Abbott mention that maybe additional benches could also be purchased as memorial benches for others that may want to donate a bench in someone's honor.

Lastly, Keith mentioned the park district use to have a Farm & Fleet credit account. He picked up another application in the hopes that we could reapply for it. Sue Butterfield stated that she would look into it.

SECRETARY REPORT - Cathy Abbott

Cathy stated that she has nothing other than pin pointing Keith hire date for the annual review. Keith stated that he believes he was hired in April but didn't start work until May. Sue stated that she would like to get an updated job description as well given new responsibilities are added all the time. In addition to your job description if you would like to add to any goals you would like to see for the park. Keith Agreed to do so.

TREASURER REPORT – Steve Loftus

Steve stated that he would like to start the process of a new budget as soon as we get the updated financial information from Barb. However he would like to set a date now in the hopes of having the financial information soon. Sue suggested March 30, 2011 going over the budget and events. **The Board Agreed.** Steve also stated that he will also get the banking information from Centrué done. He had not have the time to go into the bank to sign the forms.

ACTIVITY DIRECTOR REPORT - Bill Bukowski

Bill stated that he didn't have much, but has been working with Juli on the schedule. Sue Butterfield asked if we got the information she sent on a new band that contacted her. Juli stated that she printed the information out and Bill stated that he would check out their website. Cathy Abbott also inquired as to whether or not Bill booked Mr. Echhoff this year for the summer concert series. Bill stated he did and hopes to have a couple of new bands in the line-up. Everything is proceeding well and we are on schedule. He is hoping to have it all finished for next meeting.

VICE PRESIDENT REPORT – Mike Lee

Mike Lee inquired as to whether or not the Board was going to do the fishing contest this year. Sue Butterfield stated that they would need to find someone to run it. Cathy Abbott said that they could further discuss this event at the special meeting scheduled for March 30, 2011. Juli Velazquez stated that Mike Zielinski was interested in running it again this year. However his available to run it would depend on the dates this year. Mike Lee stated that we needed to not run it during the Kankakee Fishing Derby. Sue Butterfield suggested maybe the weekend after Memorial Day.

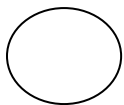
PRESIDENT REPORT - Sue Butterfield

Sue Butterfield stated that one thing they haven't covered is the rental rate increase. She would like the Board to just look over the rates and approve them this meeting, the new rental contract agreements will still need to be review by the Park District's attorney, before they could vote on the new agreement/contract. Keith confirmed that they raised the rate for the East End Pavilion by \$15.00 and the other rentals by \$10.00. Sue confirmed the rates. Cathy Abbott stated that she had a question regarding the deposit for corporate businesses and suggested it be raised to half of the rental fee. In addition Sue stated that we deposit the rental and then return the deposit after cut the customer event is concluded. Mike Lee stated that he believes it should be in line with the other rental where we are charging a third of the rental and this way it all the deposits conform. Therefore, the rental deposit for the Entire East End will be raised to \$50.00 deposit. Keith Emling stated that for the most part everyone who has rented cleans up after their event and it's rare that we don't refund their security deposit. Juli Velazquez stated that we do not have a lot of out of district rentals. **The Board Agrees. Steve Loftus made a motion to accept the rental fees as presented with the change of the East End deposit (raising the deposit to \$50.00). Mike Lee seconded the motion and the motion passed by vote.**

Lastly, Sue Butterfield stated that she met with the guy from FCA Carpet. After looking at both the field house and office they delivered a quote just over \$3,000.00 for new flooring. He stated that he could take \$400.00 off the quoted price if we removed it ourselves. Sue stated that was way too much for laminate flooring any we may be better off going with carpeting. Keith Emling asked the board if they wanted him to looking into quotes and **The Board Agreed.** Keith stated he would price both carpet and tile this way the board could decide.

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 9:23 p.m. to close the meeting. Cathy Abbott seconded the motion and the motion carried. Meeting Adjourned.



**Sue Butterfield
President**

**Cathy Abbott
Secretary**

