

**MOMENCE PARK DISTRICT
MONTHLY BOARD MEETING –May 18, 2011**

MEETING MINUTES

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

Cathy Abbott Steve Loftus
Bill Bukowski Keith Emling Juli Velazquez

GUEST (S) AND PARTICIPANTS: John Hernandez, Gene Lincoln, Mike Lee and Susie Butterfield.

Cathy Abbott Starts the meeting at 6:30 PM.

Cathy Abbott calls meeting to order for the purpose of organizing and restricting the Momence Park District Board.

Cathy Abbott stated that we did not get a canvas of votes for the available positions open for the Park District. However, she would like to recognize the years of service for Commissioner’s Mike Lee and Sue Butterfield. Cathy asks Mike Lee to come forward and Cathy presents a certificate of service to Mike Lee. Mike thanks the Board. Cathy Abbott, requests Sue Butterfield to come forward and accept her certificate for her years of service as well. Sue Butterfield thanked the Board. Ms. Abbott stated that both Board members were instrumental in many projects while in office.

Proceeding with the meeting, Ms. Abbott stated that she received letters of interest for appointed positions within the Board. The first person expressing interest for appointment was John Hernandez. Cathy stated that John has been very active in the community and would like to offer his services to the Momence Park District Board, hoping to bring the park closer to some of their visions for the future. Cathy then also mentioned that Sue Butterfield expressed verbal interest in continuing to service as a commissioner under another roll. Ms. Butterfield interjected and stated that having served on the Board for 10 years her intentions were to retire. However, she strongly dislikes the fact that upon stepping down there would only be four board members verses six. Sue stated that she would like to see the Commissioners move forward in a positive direction with a full Board of Commissioners. Therefore she would consider staying on the Momence Park District Board for a term of 2 years to complete a full board.

Cathy Abbott then stated that upon appointment to the Momence Park District Board, the term of office would be for two years and upon the completion of the two years of service in 2013, the positions would be then be available and the members appointed would have to run for reelection. In 2013 which is the next election year, there will be three seats available for a four year term and two seats, (which are the appointed seats) would be for a term of two years. Bill Bukowski stated that he would like the Board of Commissioners to make a motion to accept both John Hernandez and Sue Butterfield to the Board. Cathy Abbott agrees. **Therefore Bill Bukowski makes the first motion to accept John Hernandez and Sue Butterfield to the Board of Commissioners. Steve Loftus seconds the motion and the motion passes by vote.**

Oath of Office: Cathy Abbott requests John Hernandez to come forward and be sworn in to the Board of Commissioners for the Momence Park District. **John Hernandez takes Oath of Office.** Cathy Abbott then requests Sue Butterfield to come forward and be sworn in to serve the Momence Park District Board. **Sue Butterfield takes the Oath of Office. New Board is officially sworn in and on is now appointed Commissioners.**

Reorganization of all Board Members: Cathy Abbott continues the meeting. Sue Butterfield stated that she would like to nominate Steve Loftus as Park Board President at this time. **Therefore, Sue makes an official motion to appoint Steve Loftus to the position of President of the Momence Park District Board. Cathy Abbott concurs seconding the motion and the motion passes by vote.**

The next position up for vote is Vice President. Sue Butterfield makes a motion to nominate Bill Bukowski for Park District Board Vice President. Cathy Abbott seconds the motion and the motion passes by vote.

Secretary Position is third on the agenda. Sue Butterfield makes a motion to nominate Cathy Abbott as Secretary to the Momence Park District Board. Bill Bukowski seconds the motion and the motion passes by vote.

The Fourth position to be filled is for Treasurer. Sue Butterfield makes a motion to nominate John Hernandez for Momence Park District Treasurer. Cathy Abbott seconds the motion and the motion passes by vote.

Last Position to be filled is Activity Director. Cathy Abbott makes a motion to nominate Sue Butterfield for the position of Momence Park District Activity Director. Steve Loftus seconds the motion and the motion passes by vote.

Scheduling Monthly Meeting: Cathy Abbott stated that the Park District's monthly meetings have always been scheduled for the third Wednesday of every month starting at 6:30p.m. She asked the Board if everyone is still in agreement to this date and time. Bill Bukowski interjected and stated that the day of the week was ok; however he would like to see the time changed. Bill stated that it is very hard for him to get to the monthly meetings because of his work schedule and a later time would work well for him. Therefore, Bill would like to request that the monthly meeting time be moved to 7:00 p.m. start time. Cathy Abbott stated that her bed time is usually 9:00 p.m. and she does not want to have the meetings going later than two hours. Sue Butterfield stated that if everyone on the Board could review their meeting minutes prior to the actual meeting this would elevate some time and the meeting my go quicker. Juli Velazquez stated that she would be more than happy to forward the meeting minutes via email to the Board of Directors prior to the scheduled meeting for review however the accounting documents come directly from Barb and she could not speak for her. Therefore, the Board of Directors agrees to move the starting time of the Monthly Park District meetings from 6:30 p.m. to 7:00 p.m.

In addition, our current operating account is through Centrue Bank and our Certificate of Deposits at Municipal. Cathy Abbott asks the Board if they are any objections at this time to keeping the accounts at those financial institutions. **The Board Agrees to keep the bank accounts at Centrue and Municipal Bank.**

Cathy Abbott concludes the initial organization and appointment portion of the meeting and would request that a motion be made to go into our regular monthly meeting. Sue Butterfield makes the motion to adjourn the premeeting and begin our regular schedule monthly meeting. Bill Bukowski seconds the motion and the motion passes by vote.

Steve Loftus begins the regular scheduled meeting. (6:51p.m.)

DISTRICT BOARD MEMBERS AND STAFF PRESENT:

Cathy Abbott

Steve Loftus

John Hernandez

Public Forum: GUEST (S) AND PARTICIPANTS: Gene Lincoln

The Board reviewed Meeting Minutes of April 20, 2011. **Cathy Abbott made a motion to accept the Meeting Minutes from April 20, 2011. Sue Abbott seconded the motion and the motion passed by vote.**

The Board reviewed Special Meeting Minutes from April 27, 2011. **Sue Butterfield makes a motion to accept the Special Meeting Minutes from April 27, 2011. Cathy Abbott seconds the motion and the motion passed by vote.**

The Board reviewed the May 11, 2011 Special Meeting Minutes. **Bill Bukowski makes a motion to accept the Special Meeting Minutes from May 11, 2011. Cathy Abbott seconds the motion and the motion passes by vote.**

The Board reviewed the Approval of Expenditures. Juli Velazquez state that March through April is in their packet with the corrections as well as the current month. **Cathy Abbott makes a motion to accept the former month's expenditures reflecting the corrections. Sue Butterfield seconds the motion and the motion passes by vote. Sue Butterfield makes a motion to accept May 18, 2011 Expenditures. Cathy Abbott seconds the motion and the motion passes by vote.**

The Board reviews the Financial Reports. Juli stated that the Tort insurance was paid last year and is in this year's budget as well as being reflected in current fiscal year. Therefore the year to date figures reflects 165% due to both payments made in the current fiscal year. Last year our insurance was directly through IPARKS and the payment carrying into the current year versus the previous fiscal year. Steve Loftus inquired as to the posting our new budget and approbations ordinance being posted. Cathy stated that she would like to schedule a meeting and upon the conclusion of the meeting to immediately post our financial figures for display. **The Board Agreed.** Therefore, the board scheduled a meeting for the sole purpose of approving our final budget and appropriations ordinance for Wednesday May 25, 2011 at 6:30p.m. And upon conclusion of said meeting the figures will be on display for the general meeting. **Cathy makes a motion to approve the accounting reports as presented. Steve Loftus seconds the motion and the motion passes by vote.**

Office Manager Report - Juli Velazquez

Juli Velazquez stated that she is working on the Summer Concert Series. She is getting the contracts out that week. In addition Juli is requesting that she be informed as to the decision made by the Board of Commissioners as to the special events dates decided upon so that she can plan accordingly. Cathy Abbott inquired as to whether or not we are going to schedule Splash Valley. Juli stated that she just got the information and will be in contact with them.

In addition, Juli stated that she contacted Marottes Pizza with regards to supplying a dinner menu for our summer concerts. They have agreed to do so and are more than willing to vend food during our concerts. This way those that do come out will not have rush in fixing their dinner and could eat as a family and be here in plenty of time to listen to the bands.

We are getting CSI classes going and I am looking forward to promoting it. Sue Butterfield stated that she is going to work with Juli on getting things finalized.

MAINTENANCE SUPERVISOR REPORT - Keith Emling

Keith stated that he needs a motion to purchase Deloris Morrison's bench. Given the dollar amount he would prefer it to be on record. Cathy Abbott inquired as to what the dollar amount that was agreed upon. Sue believed it was agreed to be no more than \$900.00. **Cathy Abbott makes the motion for the bench purchase not to exceed \$900.00. Bill Bukowski seconds the motion and the motion passes by vote.**

In addition, Keith stated that he found a place called Prairie Grass seed. He needs to order about 20 pounds at 3.25 a pound. Juli stated that she will forward the tax exempt number to them and will cut the check.

Lastly, Keith mentioned that he is still checking on the carpet. Sue Butterfield stated to get an estimate from Dan Pettycord and see just if he may be able to quote us a better price. Bill Bukowski stated that he thinks he would be able to, and knows for a fact he does good work. Keith agreed to contact him for a quote. Keith also mentioned that he needs to go into executive session to address personal.

Cathy Abbott wanted to inquire as to Keith's wish list. She made mention that she noticed Keith requested a golf cart. Cathy asked Keith if he wanted a utility cart or golf cart. Keith stated that he would rather have a utility cart however they cost about \$5,000.00 new. Keith stated that he was trying to save money that is why he didn't mention the utility cart in the first place. Cathy stated that we should look into both options and maybe we could get a used one. She will continue to also look and see if we may be able to purchase a used one that would be in the Park Districts budget.

SECRETARY REPORT - Cathy Abbott

Cathy stated that she has not heard from Dave Selman at OSLAD but is still continuing to work with Mick Porter and Michael Parish in getting the matter resolved. Juli stated that she did hear from our legal counsel and our attorney suggested we get a survey. However we currently do have a survey from last year that was completely and she will make sure it is brought to Mick Porter so that he can see the legal description is correct and directly on the land surveyed and advise Mr. Parish of the same. Cathy stated that she already did share the survey with Mike Porter and is hoping it's moving forward.

Cathy also wanted to mention that she was been advised that the government has placed a hold on OSLAD funds at this time and have suspended the OSLAD grants and will not be dispensing any funds at this time. She stated that the government is borrowing against those funds. So, Cathy stated that she is glad that our grant got funded.

In addition, mayor Mick Porter asked Cathy Abbott to speak on his behalf that the city would like the use of the Island Park for the annual fireworks display. They found a sponsor this year and it will be going on as planned. Keith stated that he is going to close the park early this year's given he had problems getting all the people out in a timely manner. Juli Velazquez stated that she will be the information in the paper that we will be closing early.

TREASURER REPORT – Steve Loftus

(Next monthly meeting this report will be given by John Hernandez as appointed to the position on May 18, 2011)

Steve stated that all he had was that we needed to schedule a final budget meeting and that was already done. Juli Velazquez requested that the Board make a motion to remove Mike Lee from our banking accounts and to add John Hernandez as the new treasurer. **Sue Butterfield made a motion to remove Mike Lee former Commissioner and to add John Hernandez accordingly. Bill Bukowski seconded the motion and the motion passed by vote.**

ACTIVITY DIRECTOR REPORT - Bill Bukowski

(Next monthly meeting this report will be given by Sue Butterfield as appointed to the position on

May 18, 2011)

Bill stated that first off he wanted to thank everyone for the vote of confidence. He stated that everything is complete and would still like to work on the bands in the future. Bill stated that unfortunately one of the regular bands was left out; however he would like to add him somehow. He stated that we are below the budget and have approximately \$500.00 to spare. Bill mentioned that he was not able to connect with Doug Graves however he would still like to have them play. Sue stated that she noticed that After Midnight Blues band was booked twice. Sue thought that maybe we could substitute their second playing date could go to KGB and Doug Graves. Bill expressed the reason he booked After Midnight Blues band twice was to get the better price. Sue suggested that Juli Velazquez get in contact with the After Midnight Blues band and explain to them that the band was booked on accident for a second show and that the Board would like to afford the opportunity to have everyone play at least once. Juli Velazquez agreed to contact all the bands directly and forward their contracts out accordingly confirming their dates, times and cost for their performance.

Bill also mentioned that given he has been able to stay under budget for the bands this year, he would like to see a cruise night be put together to sum up the end of summer. He stated that he will pursue this idea and possibly bring the idea up to Main Street as well as the revitalization group he is involved in. Bill stated that he has offered some suggestions to the down town revitalization task force and on behalf of the Momence Park District Representative in this group think it would get great to incorporated something fun and exciting. Sue Butterfield stated that the board would have to take a better look at our budget and to go from there. Cathy Abbott stated that she would like to see the Board get a better handle on the Squawk and Oink festival before the Board go's ahead and starts adding additional events. Steve Loftus said we will certainly look into everything

VICE PRESIDENT REPORT –

(Next monthly meeting this report will be given by Bill Bukowski as appointed to the position on May 18, 2011)

Nothing to report. Position was previously held by Mike Lee.

PRESIDENT REPORT - Sue Butterfield

(Next monthly meeting this report will be given by Steve Loftus as appointed to the position on May 18, 2011)

Sue stated that she has nothing to report at this time.

Steve Loftus made a motion to go into Executive Session to discuss personal and contracts. Steve Loftus made the motion to adjourn the regular meeting at 8:02p.m. Cathy Abbott seconded the motion and the motion carried. Meeting Adjourned.

Executive Session started at 8:15p.m.to discuss personal and contracts.

The Board left executive session and reconvened into regular session at 9:15 PM.

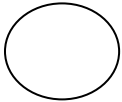
They decided to table any action concerning insurance companies, lawyers, and accountants.

Steve Loftus and Sue Butterfield will hold interviews for summer employment next week.

A special meeting is scheduled for May 25, 2011 for the purpose of hiring summer employment, contracts, and finalizing the 2011-2012 appropriations and budget.

Bill Bukowski made a motion to increase Juli's summer hours beginning next pay period from 25 hours to 35 hours during a meeting week, from 20 hours to 30 hours all other weeks. Regular office hours need to be established and posted. This will be in effect until the September regular meeting at which time it will be reviewed. Sue seconded the motion. Motion carried.

Sue made a motion to adjourn the meeting at 9:21 PM. It was seconded by John Hernandez. Motion carried.



Sue Butterfield
President

Cathy Abbott
Secretary