



Madison Joint Recreation District

Meeting Agenda Minutes & Highlights

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|----------------------|---|-------------------|-----------------------|---|
| Meeting Title: | MJRD Board MJRD Workshop MJRD Planning Other: | | |   |
| Meeting Date / Time: | 8/30/2018 8:00 pm | Meeting Location: | MJRD Bldg | |
| Chairman: | Mr. John Dragas | Vice Chairman: | Mr. Chris Elliott | |
| Fiscal Officer: | Mrs. Terri Wagoner | Secretary: | Mrs. Linda Zappitelli | |
| In Attendance: | Wagoner Zappitelli Frager Titman Marlow Alley 8:13 Elliott Nusker Radkowski 8:31 Clark Not present: Dragas Mabe | | | |
| Scheduled Guests: | Karen Radkowski | | | |

| Agenda Topic | Responsible | 1 st Motion | 2 nd Motion | Vote | Time Allotted |
|-------------------------------|----------------|------------------------|------------------------|--------------------------------|---------------|
| 1. Call to Order | Chair | Time: 8:08PM | | N/A | .5% |
| 2. Pledge / Moment of Silence | Chair | N/A | N/A | N/A | 3% |
| 3. Roll Call | Secretary | N/A | N/A | N/A | 3% |
| 4. Meeting Minutes: July | Secretary | Titman | Marlow | 7-0-1 (Elliott abstain) | 3% |
| 5. Fiscal Report | Fiscal Officer | Zappitelli | Frager | 9-0 | 15% |
| 6. Visitor Comments | Chair | N/A | N/A | N/A | 25% |
| 7. Old (O) / New (N) Business | Chair | See Below | See Below | See Below | 25% |
| 8. Sub-Committee Reports | Sub | See Below | See Below | See Below | 25% |
| 9. Close | Chair | Zappitelli | Titman | 10-0 | .5% |

Meeting Notes and Discussion

Visitor Comments

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Old (O) / New (N) Business (Chairman)

- **(O) Stanton Park Building for MJRD**
 - **Lease Agreement with TWP (on Use of Premises):**
 - **Previous wording:** Lessee may use the Premises for public meetings. Lessee will not use or permit the Premises to be used for any unlawful use.
 - **New wording:** Lessee may use the Premises for their offices, board meetings and for associated Recreation District fund raising activities, events and public meetings. Lessee will not use or permit the Premises to be used for any unlawful use.
 - **Zappitelli motions to approve agreement as revised, Elliott seconds, approved 9-0**
 - **Phone Agreement with TWP: Annual cost of \$43.80; can terminate any time with 30 day notice. - Table**
 - Frager will ask Village if they'll fund up to \$50. Dragas will draft letter asking MLSD and Village if they'll fund up to \$500 for MJRD building expenses. **UPDATE - Table**
 - Frager motions to create an Ad-hoc subcommittee led by Eric Radkowski to spearhead improvements to office. Dragas seconds, approved 8-0. Radkowski can recruit other members for assistance.
 - Dragas to chat with Tim Brown re: Confirm want phone line and blow out wall. Ask about wi-fi. Purchase MJRD sign for entrance. Mabe shared quote for 2x3 banner with grommet to include our logo and add phone #.

Subcommittee Reports (Vice Chairman)

- **Budget (Fiscal Officer):** Madison Joint Recreation District Financial Report
 - Balance in General Fund: **\$3,839.78**
 - Comments: **See below for transaction details.** We have done about 40 background checks this year (need 140 done to break even). Marlow mentioned baseball league paid \$299 one time fee and flat \$12 each background check. We pay \$399 annually with same service company, Protect Youth Sports, and pay \$8.95 per background check. **Marlow's contact suggested MJRD drop our account and run it through baseball. MJRD would prefer to keep own account so Wagoner will contact our service contact to see if we can get same deal.**
 - **UPDATE on transitioning in of Co-Fiscal Officer. What tasks/duties have been split? Wagoner and Clark to meet.**
- **Recreational Park Development (Elliott):** For park reservations, previously MJRD would send date, who, & contact info to Kerry McCoy at TWP office. She would handle rest. Plan to discontinue use of Wix website and roll into MJRD website. Work in progress. Titman created online Google form and needs to tweak it to be able to print it or forward electronically to TWP (check out Lotus Notes Reservations or Sharepoint). Zappitelli to still roll the WIX website into the MJRD website. **NO UPDATE**
- **Communications (Elliott & Zappitelli):** Double check our website has all Lindsey Law and concussion links. Add head's up (Duane will send to me). Lindsey Law signed form is good for 1 full year and covers all sports. Add our new bldg address and PO Box to our website.
- **Volunteer coordination (Frager):**
- **Septemberfest (Sizemore):**
 - Awarded \$3,500 LCVB grant. Invoiced for half amount now and will receive balance after event.
 - Recommended that Board members attend a meeting or two and plan on volunteering with event.
 - Need to let Village know what day to deliver the corn hole boards from Village Garage.

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- Volunteer sign up online at <https://m.signupgenius.com/#/showSignUp/70a0d4caca72fa2fc1-septemberfest>. **Need more volunteers.**
- Gehring providing general liability insurance (have docs, but pay close to event date, cost \$575). Frager will contact Gehring for liquor license insurance **RECEIVED quote, Wagoner to pay 9/1.**
- **MJRD Building Improvement: Due to rescheduled meeting Karen Radkowski unable to attend. Subcommittee looking for agreement as to which walls we want to take out. Recommending front door be replaced, carpet removed and replaced with non-carpet flooring, and paint walls. Radkowski will set up meeting with Tim from TWP to see what they are willing to do.**

Youth Sports Affiliation

- **All letters pertaining to affiliation in the Google Drive under business plans. Section 9 of Bylaws talks specifically about Affiliation.**
 - **First suggestion that we could offer immediately - reduced price background checks to lowest level of affiliation.**
 - **Check into online registrations on our website. Some leagues already doing successfully (MYBA uses Active service, MBSYFA uses Jersey Watch).**
 - **Ideas? Frager revised affiliation draft with input from MJRD members that run youth sports leagues. Reviewed it and will send copy to MJRD members for further input.**
- **Tennis (Mabe):**

Events

- (Frager) Concerts ITP booth Fundraiser Program (Spring/Summer):
- (Wagoner) Light up the Park (September 2, 2018):
- Septemberfest (September 8, 2018; 12-8pm): See subcommittee report
- (Wagoner) Candy Cane Lane – (Nov 16 & 17, 2018)
- (Frager) "Christmas ITP" (December 1, 2018):
- (Alley) Sports Day (2nd Sunday in June 2019):
- (Wagoner) Community Social (June 2019):

Miscellaneous Business

Open forum:

- Frager reported two persons asked Village Council about restoring horse shoe pits in park behind the Senior Center. Dragas will contact Rob Broadwater (Scout Master) to see if Eagle Scouts would take on project. We will need to secure materials. Frager volunteered to follow up and ask Senior Center about materials. **UPDATE: email sent to Scouts to begin discussion. Waiting to hear back from Scouts if they are willing to take project on. If so, then MJRD will work on securing supplies.**
- **Wagoner recommended that we discount background checks for MBSYFA, since they are already affiliated with MJRD and doing 34 checks. Titman motioned to approve \$12 each discount price, Nusker seconded; approved 10-0.**

Close (Time: 9:02PM)

Next meeting date & time: **September 27th, 2018 @ 8:00 pm at MJRD Building**

Financial Report for Aug 29, 2018: Prepared by Terri Wagoner

Balance in General Fund: \$3,839.78

Payments Made between 7/26 & 8/29

| | |
|---------------------|------------------|
| Radio ads | \$937.00 |
| Town shopper ad | \$400.00 |
| Discount Mugs | \$1087.00 |
| Madison rental | \$395.00 |
| M Cellars | \$299.70 |
| Virant | \$300.00 |
| Springhill | \$300.00 |
| Hundley | \$294.87 |
| Grand River Cellars | \$295.80 |
| Kosicek | \$240.00 |
| Debonne | \$183.84 |
| Total... | \$4732.51 |

Deposits Made between 7/26 & 8/29

| | |
|-------------------|-----------------|
| 9/8 Septemberfest | \$200.00 |
| Total... | \$200.00 |

Pending Bills to be Paid:

Priority Research to be determined—

9/8 ready to deposit....2500.00

SEPTEMBERFEST 2018

| | |
|-------------------|--|
| \$3,659.35 | balance from 2017 |
| - 50.00 | park reservation |
| - 25.00 | stamps |
| <u>+375.00</u> | deposit (325.00 sponsor and 50 crafters) |
| \$3,959.35 | |
| + 775.00 | deposit |
| <u>\$4,734.35</u> | |
| -225.00 | Madison Rental (tables and tents) |
| 4,509.35 | |
| <u>+250.00</u> | Deposit (sponsor) |
| 4,759.35 | |
| <u>+75.00</u> | Deposit (1 sponsor/ 1 crafter) |
| \$4,834.35 | |
| <u>1,750.00</u> | LCVB grant deposit |
| 6,584.35 | |
| <u>125.00</u> | 1 sponsors/2 crafters |
| 6,809.35 | |
| <u>100.00</u> | 1 sponsor/ 1 crafter |
| \$6,909.35 | June 28th |
| <u>200.00</u> | deposit |
| 7109.35 | Aug 8th |
| <u>1913.51</u> | wine |
| 5195.84 | |
| <u>395.00</u> | Madison rental tables |
| 4800.84 | |
| <u>1087.00</u> | glasses |
| 3713.84 | |
| <u>400.00</u> | townshopper ad |
| 3313.84 | |
| <u>937.00</u> | radio ads |
| \$2,376.84 | |

Deposits made to Andover Bank = \$150 sponsor (check was made out to MCIC)

\$2500 ready to deposit 4876.84