

# Minutes for the City of Sterling Municipal Band Commission

## April 21, 2026

### Commissioners:

Gonzalo S. Reyes - Chair  
Allen Lee - Treasurer  
Tony Crisp - Vice Treasurer

### Staff:

Annette Hackbarth - Director  
Vanessa Leavitt - Band Manager

### Not Present:

Kevin O'Keefe - Vice Chair  
Amy Boze - Secretary

## 1. CALL TO ORDER

A regular meeting of the Sterling Municipal Band Commission was held on 4/21/26 at 6:18 p.m. in the Council Chambers at City Hall, 212 Third Ave, Sterling, IL, 61081. The meeting was postponed from 4/14/26 due to severe weather.

Commissioner Reyes called the meeting to order, and attendance was taken showing three Commissioners were present.

## 2. CONSENT ITEMS

Commissioner Lee made a motion to approve the following consent items:

March 2026 Regular Meeting Minutes  
April 2026 Band Director Report  
April 2026 Band Manager Report

Commissioner Crisp seconded the motion which passed unanimously.

## 3. FINANCIAL REPORT

a. The Financial Report was presented by Commissioner Lee showing:

	<u>Budget</u>	<u>Actual</u>
Personnel:	\$76,200.00	\$66,176.85
Materials and Services:	\$38,293.00	\$32,039.78
Capital Expenses:	\$3,750.00	\$33,943.35*
Revenue:	\$118,650.00	\$153,251.00
Operating Balance to date:		\$21,091.02

\*GCC brick and mortar repairs

Commissioner Lee presented the financial report.

Commissioner Crisp made a motion to receive the financial report. It was seconded by Commissioner Reyes and carried unanimously.

- b. 2026-2027 Budget was approved at the City Council meeting the previous night

#### **4. COMMENTS FROM THE PUBLIC**

There was no public present.

#### **5. OLD BUSINESS**

- a. Spring Concert April 24, 2026
  - i. Rehearsal Wednesday and Thursday. Looking for a couple more setup crew members. Cookies, programs, Uhaul, Uhaul driver, and details with the church are all being handled.
  - ii. Open doors about 6:40 after a 6:10 rehearsal
- b. MUTS
  - i. Utility flier sent to printer, black/white
  - ii. Commissioner Reyes will order more yard signs to hand out at May rehearsals
  - iii. Sauk Valley newspaper ad is set up (Sterling and Dixon) for the weekend before our first concert
- c. Pre-Concert
  - i. Robbie LeBlanc, June 17
  - ii. Pre-concert Contract Proposed Changes
    - 1. Notify between 3:00 and 4:00 p.m.
    - 2. Preconcert groups are responsible for their own equipment, including sound, if we move inside.
    - 3. Preconcert groups forfeit their money if we move inside and they don't perform.
    - 4. If we cancel the concert, preconcert groups get half the original pay.
- d. Terms of Cancellation of Event Versus Rain Venue
  - i. In the case of severe weather, we would cancel. In the case of heavy rain, we will most likely move inside.
  - ii. We would need to line up and pay for extra setup crew if we move inside because it is too much work for the director/band manager/regular setup crew to do themselves.
  - iii. Yard signs at Grandon, emails (will create a better list), Facebook to notify the public if we cancel or move inside.
- e. Fiesta Parade - Saturday, September 19, 2026
- f. Yellow 2026 Statement of Economic Interest - Due May 1st
- g. Centennial Score Commission for 2028
  - i. Robert Sheldon, who has been a guest conductor for us in the past, is "honored to accept" for \$1000 per grade level, plus \$500 deposit - Grade 3.5 would be \$4000; Grade 4 would be \$4500 - He will send a contract soon.

- h. Inter-City Agreement
  - i. Motion to accept the changes by Commissioner Reyes, seconded by Commissioner Lee, motion carries unanimously.

## **6. NEW BUSINESS**

- a. How to get Venue Change Info Out - see above
- b. Request Email Address/No Solicitation
  - i. Explain Venue Change/Cancellation is our purpose for gathering
  - ii. Vanessa will put together a paper signup, and QR Code to a Google Form to be put out at the Spring Concert and/or summer concerts.
- c. Centennial Celebration
  - i. Budget/Begin Date/Type of Activities
    - 1. Above and beyond our standard budget, potentially up to \$25,000, so will come out of the reserves and additional fundraising
    - 2. Some ideas include the piece commission, shirts, yard signs, historical book printed, commemorative items (stone etching), plaque, plant a tree, etc. Commissioner Reyes will digitally share the ideas list he has started so we can all view and add to it.
    - 3. Will also look into Proclamations, inviting special guests, etc.

## **7. MISCELLANEOUS**

- a. Fundraiser/Sponsorship/Donor Letters to be worked on in the next month by Commissioner Lee
- b. Annette is looking to add a couple of soloists to this summer lineup.
- c. Auditions are on May 16th and have been advertised to area schools. Some have RSVPd already.
- d. Format with agendas and minutes for the City is changing so Vanessa and Allen will be trained on that soon.

## **8. ADJOURNMENT**

Commissioner Crisp made a motion to adjourn. It was seconded by Commissioner Lee and passed unanimously. The meeting was adjourned at 8:05 p.m.

Minutes were taken by Band Manager Vanessa Leavitt to submit to the Clerk of the City of Sterling.

**The next regular meeting of the Sterling Municipal Band Commission will be  
Tuesday, May 12, 2026 at 6:00 p.m. in the City Council Chambers  
located on the first floor of City Hall, 212 Third Ave, Sterling, IL. 61081.**