



Butterfield Park District

MINUTES OF APRIL 12th, 2012 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:43 p.m.

Upon roll call the following commissioners were present: Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger.

Absent: Commissioner Lisa Saunderson

Staff Present: Executive Director Reiner, Recreation Manager Venuto, Early Childhood Director Murphy and Recording Secretary Paral.

Guests: Dan Roeda, Resident

INTRODUCTIONS OF GUESTS AND STAFF

Commissioner Kryger introduced all the staff to Resident Roeda.

APPROVAL OF REGULAR MEETING MINUTES, MARCH 8th, 2012

Commissioner Kryger made a motion to approve the Board meeting minutes of March 8th, 2012; Seconded by Commissioner Gavin.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

APPROVAL OF EXECUTIVE SESSION MINUTES

Executive Director Reiner stated that we will be reviewing those minutes in Executive Session.
No Action Taken.

COMMENTS AND COMMUNICATIONS

- Commissioner Piotrowski stated that she heard wonderful things about our Extravaganza.
- Executive Director Reiner reminded the Commissioners about submitting their statements of Economic Interest which are due May 1st. The FOYA certification needs to be finished as well.
- Commissioner Piotrowski asked if Dr. Reiner was getting her emails and if not she would resend them to him.
- Executive Director Reiner asked that Commissioners would get back to him soon if they can go to the NEDSRA event.

TOPICS FROM THE FLOOR

Resident Roeda discussed his thoughts on a piece of property that runs parallel to the river near Butterfield West subdivision that would make a great nature center or walking path. Executive Director Reiner stated that we do not own that property, but we will walk it together and see what we can find out. President Kryger asked if that would work out well for Mr. Roeda and he indicated; that would work out well. Director Reiner indicated he would get back to the Board regarding their experience.

MONTHLY FINANCIAL REPORT – MARCH, 2012

Commissioner Montgomery made a motion to accept the March 2012 Financial Report; Seconded by Commissioner Gavin.

Discussion: Executive Director Reiner commented that we are going to be rather aggressive on some things regarding our assets. We will be moving some dollars around from our current Bank and opening accounts with MB Financial Bank and Wintrust Bank. This will allow us to be in compliance with the State of Illinois Investment Acts. We will not change our operational and payroll account completely until the change of the fiscal year. We will eventually move those out of 5/3rd Bank due to their fees just being way too high. We should be able to save a few thousand dollars by making these changes.

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He also noted that, he was quite sure we will be ending all the special fund accounts in the black this year. As far as all the other accounts Director Reiner indicated he would recognize Connie and Sara for their performance, as they have been really aggressively planning and marketing programs; which has been a tremendous help. All that being said; we will end the year in the black, but it may be close in some areas. We will be closing the books this month on April 15th and a final close of the fiscal year (April 30th) to allow all of the transactions to go through the Bank and to be allow enough time to be able to reconcile the accounts. The April 30th Finance Report will be presented at the June Board meeting and be available for audit.

Upon roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

APPROVAL OF DISBURSEMENTS–MARCH, 2012-Approval of Claims List

Commissioner Kryger made a motion to approve the Disbursements of March 2012; Seconded by Commissioner Piotrowski.

Discussion: Executive Director Reiner stated that Design Perspectives will be at the May board meeting to further discuss the Hoffman Park master plan. I have met with another design group about Hoffman Park to get some feedback and to be ready if we get the OSLAD Grant. Commissioner Piotrowski asked how their work is. Director Reiner stated that they have been doing a good job. There have been some issues such as unnecessary fees.

Upon a roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

PRESIDENT AND COMMISSIONER'S COMMENTS

Commissioner Kryger discussed the golf outing and how important it is for the Board to step up and get 4-somes and sponsors. As the face of Butterfield we should chip in together to sponsor a hole maybe the 1st one or something along those lines. Let's try to work with Director Reiner and see what we can come up with for the golf outing.

Also, look at what positions we have held in the past and let's be thinking about if any of us are interested in switching offices.

Executive Director Reiner stated that the appointments should be done at the May meeting so we need to know about this before the next meeting so we can put it on the agenda. Commissioner Kryger stated that we should also be thinking about committee members. Executive Director Reiner will have the committee information for the next meeting.

Commissioner Kryger commented on how nice the storage sheds look and how Don is doing a wonderful job with everything. He also commented, how well everyone is taking on their new responsibilities and growing professionally.

Executive Director Reiner discussed how Maintenance Manager Nuenthal had a brainstorm about the Kensington Park project to bring the cost down by approximately \$12,000.

COMMITTEE REPORTS

No reports at this time.

DIRECTOR'S AND OPERATIONS REPORT

a.) Recreation & Parks Report

- Information contained in reports was discussed.
- Program Manager Venuto mentioned that all of Dons hard work will not be wasted; the fields will be used out regularly. Hoffman Park will also be used now for Lacrosse and Rugby through Glenbard South organizations. We are brainstorming a lot of ideas for the new brochure; it is nice to have more of a team effort instead of individual programming.
- Commissioner Kryger asked why the Spring Extravaganza was such a hit this year. Program Manager Venuto responded it is word of mouth. We have a lot of happy participants here in preschool and BASP and they spread the word for us.
- Commissioner Gavin stated that the event was wonderful. He walked in and saw all the excited kids with their face pressed up against the glass waiting for their egg hunt.
- Early Childhood Director Murphy discussed the new responsibilities she is focusing on, accounts receivable, Active Net, snack bar and utilizing front office staff.

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b.) Administration Report

- Information contained in reports was discussed.
- Executive Director Reiner stated that we will be tightening our security. We will be asking for park district keys back and security codes for the building will no longer work for commissioners after May 1st. Keys will only be assigned to specific employees. The Board understood the concerns and was supportive of the recommended changes.
- Executive Director Reiner explained that we will be working with McGinty Brothers or a service like them for the foreseeable future, to take care of the pond. If the pond falls out of appropriate condition the fines are very high.
- Commissioner Piotrowski asked about the legislative support and when we can schedule time to meet with our officials. Director Reiner indicated he had discussed, with some of the legislators, the concept of meeting around here instead, of in Springfield. This will allow them more time with us and to get to know our district. He asked the Board how they felt about that concept. The Board was in favor of moving ahead with a dinner meeting or something on that order.

UNFINISHED BUSINESS

No unfinished business at this time.

NEW BUSINESS

a) Approval of Bid for Hoffman Park Playground Surface (1)

Commissioner Kryger made a motion to approve the Bid recommendation for Hoffman Park Playground Surfacing; Seconded by Commissioner Piotrowski.

Discussion: Program Manager Venuto mentioned that the school is very excited about the new park playground. Executive Director Reiner explained that we have a request into the school district right now to give \$7,000.00 back to us because we went over and above what we originally said we were going to do.

Upon a roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

b) Approval of Ordinance # O-12-03-01 Budget and Appropriation Ordinance- Fiscal Year 2012-2013 Budget

Commissioner Montgomery made a motion to approve the Budget and Appropriation Ordinance for the fiscal year 2012/2013; Seconded by Commissioner Kryger.

Discussion: There was no further discussion at this time.

Upon a roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

c) Approval of Purchasing Card Authorization Resolution #R 12-04-01

Commissioner Kryger made a motion to approve the Purchasing Card Authorization Resolution # R-12-04-01; Seconded by Commissioner Gavin.

Discussion: Commissioner Piotrowski inquired about the spending limits and how this card will work? Executive Director Reiner explained that we currently have purchasing cards. It is a corporate card that will not affect our personal credit rating, but the park districts. Each staff member is allowed a different credit limit depending on what they will be purchasing. Each individual will sign an affidavit saying that they will only use it for approved park district purchases and if found otherwise they could be terminated.

Upon a roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

d) Approval of Regular Scheduled Board Meeting Calendar FY 2012-2013

Commissioner Montgomery made a motion to approve the Regular Scheduled Board Meeting Calendar; Seconded by Commissioner Gavin.

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Discussion: There was a brief discussion regarding some alternate dates that might be considered for Board Meetings, since there were two conflicts acknowledged when the report was disseminated. The Board was in agreement on the two substitute dates. Director Reiner indicated we could amend the calendar and he would make sure the new/corrected schedule was disseminated properly.

Commissioner Montgomery and Gavin rescinded their motion.
The commissioners decided on June 12th instead of June 14th and August 16th instead of August 9th.

Commissioner Kryger made a motion to approve the Regular Scheduled Board Meeting Calendar as amended; Seconded by Commissioner Gavin.

Upon voice vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

EXECUTIVE SESSION

At 8:00pm Commissioner Kryger moved to close from regular session and into Executive Session for the purposes of Reviewing Executive Session Minutes; seconded by Commissioner Gavin.

Upon a roll call vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

No Action Taken

MOTION TO ADJOURN

At 8:07pm Commissioner Kryger moved to adjourn; seconded by Commissioner Gavin.

Upon a voice vote, the motion passed:

AYES: 4 (Commissioner Larry Montgomery, Michele Piotrowski, Jim Gavin and Michael Kryger)
NAYS: None

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Karin Paral, Recording Secretary