



Butterfield Park District

MINUTES OF FEBRUARY 16th, 2012 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:40 p.m.

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

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

Guests: No guests at this time.

INTRODUCTIONS OF GUESTS AND STAFF

No introductions at this time.

APPROVAL OF REGULAR MEETING MINUTES, JANUARY 12th, 2012

Commissioner Gavin made a motion to approve the Board meeting minutes of January 12th, 2012; Seconded by Commissioner Saunderson.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Michael Kryger and Jim Gavin)

COMMENTS AND COMMUNICATIONS

Executive Director Reiner briefly discussed the meeting they had the day before with school district 44. They are appreciative of the work we have put in and the opportunity to review the plans for Hoffman Park Playground.

TOPICS FROM THE FLOOR

N/A

MONTHLY FINANCIAL REPORT - JANUARY, 2012

Commissioner Saunderson made a motion to accept the January 2012 Financial Report; Seconded by Commissioner Gavin.

Discussion: Commissioner Piotrowski asked to elaborate on the auditor adjustment. Executive Director Reiner explained that as we went through the last audit there were a lot of unanswered questions. The reason for that dollar amount is modified accrual bases for the last month of the year. Next year we will not have to do this at the end of the Fiscal Year. Commissioner Kryger asked about the status with unemployment of past employees? Director Reiner explained that we potentially have one more that we would be responsible for paying their unemployment. Deputy Executive Director Heitz explained that of the original 3 we still have one previous employee collecting unemployment; we have a balance of 2 months left to pay. After that the federal government will pick up the next year and then it can come back to us again for another year.

Upon roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

APPROVAL OF DISBURSEMENTS-JANUARY, 2012-Approval of Claims List

Commissioner Saunderson made a motion to approve the Disbursements of January 2012; Seconded by Commissioner Montgomery.

Discussion: Commissioner Montgomery stated that this looks marvelous. It looks like we are down to 24 checks and card disbursement by category is very well done. Commissioner Kryger asked about the AMSAN purchase. Director Reiner explained that is the ADA improvements in the bathrooms. We have installed about a quarter of the supplies and we will finish installing the rest soon.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

PRESIDENT AND COMMISSIONER'S COMMENTS

Commissioner Piotrowski commented that she learned a lot from the conference and looks forward to going again next year. Commissioner Kryger shared a few things he learned from the conference. As chairman of the board he should vote last and he should restate the motion and if it was passed. Lengthy motions presented to the board should be in writing so it can be part of the formal records and there is no misunderstanding. Also whoever makes the first would get a chance to speak first then the person who seconded it. Everyone else would then get to comment before it is back to the person who made the first. That way everyone gets a chance to speak and not just one or two people.

Commissioner Saunderson commented that for future conferences she would be open to recommendations on which sessions she should attend.

Commissioner Piotrowski reminded the staff that when emails are sent to all board members from the director do not reply to all. Respond only back to the person who sent it to you and/or Director Reiner.

COMMITTEE REPORTS

a) Finance Committee

Director Reiner summarized the Finance Committee Meeting. Commissioner Montgomery discussed our future financial health. The good news if we get the OSLAD grant it is also the bad news. We need another source of funds. We are waiting to hear back on a couple of grants that Director Reiner has been working on for us. Commissioner Kryger commented on the aquatics program and the amount of money the program has cost us in the past years. We are working towards lessening that loss and continuing to try and get it to make more money. Director Reiner stated that we are also looking into alternative concessions stands such as automated concessions.

DIRECTOR'S AND OPERATIONS REPORT

a) Recreation Report – Early Childhood Presentation

Information contained in reports was discussed.

Director Reiner discussed our *Education Based Preschool*, our competitive prices and our marketing plan. We wanted to find out how we compare with our competition so we sent out some secret shoppers. Early Childhood Director Murphy took the information we found out and got creative. She put together several steps to our marketing plan. The greatest marketing tool we found is word of mouth so she put a referral coupon out. We have one preschool family who has brought in 4 new preschool families. She also created a great packet of information for interested families.

Early Childhood Director Murphy explained that we have 40% more enrollment this year than we did last year at this time. We only have 20 spots left to fill before the preschool is at capacity.

Commissioner Saunderson asked what our student/teacher ratio is and what the teacher's credentials are. Early Childhood Director Murphy replied that our 2 year old program has a 1 to 6 ratio, the 3 year old program has a 1 to 10 ratio and the 4 year old program has a 1 to 10 ratio. Ms. Karin (2 year old program) is a degreed teacher with 5 years teaching experience, Mrs. Pennington (3 year old program) is in her 3rd year of early childhood. Mrs. Naughton (4 year old program) degreed teacher with 18 years teaching experience and Mrs. Urick (assistant in 4 year old program) is in her 2nd year of an early childhood degree.

Director Reiner explained that Early Childhood Director and Recreation Manager Venuto contacted the school and were able to persuade them into letting us send home a mini summer brochure with each of the students, which they normally don't allow paper flyers due to the fact that they use electronic backpacks.

Commissioner Saunderson asked if we are still sending our flyers to the parochial schools that she connected us with. Recreation Manager Venuto responded that we have not been able to send out as many as we use too. We work with them mostly in the summer time.

Director Reiner explained that this is why we are working on clarification of roles and responsibilities. It is impossible to believe that she can do the marketing and outreach with all the daily responsibilities she has. This transition will allow Sara do her job and hire other staff. such as an onsite supervisor. to do those types of things. As we get things straightened out we will look further into sending flyers and materials to those parochial schools, as it is a really good idea.

b) Administration Report

Information contained in reports was discussed.

Director Reiner set up the abatement special meeting on Monday February 27th, 2012 at 4:30pm with a minimum of 3 board members.

Commissioner Kryger asked how the new payroll system is working out.

Deputy Executive Director Heitz replied that it is working well. It is a little slow because it is new but this is a good time to do this when we don't have a large staff on payroll.

Director Reiner talked about the Golf Outing that is in the planning stages. Keep a look out for anyone that would want to sponsor a hole, people that want to get their name out and people who want to golf.

Commissioner Kryger mentioned that if this is a Best Ball golf outing you might want to mention that on the flyer.

Commissioner Saunderson asked if we can still make changes to Hoffman Park. Director Reiner explained that we can still rework things a little. Design Perspectives is going to come to another meeting to talk about what are options are for Hoffman and get input from us. We still have to do the things we told the state we would have, but there is room for change.

Director Reiner made the Board aware of a small accident we had in the building where a child fell and split her lip, she is okay but it did require some stitches.

UNFINISHED BUSINESS

No unfinished business at this time.

NEW BUSINESS

a) Approval of Bids for Hoffman Park Playground - 1A

Commissioner Kryger made a motion to approve Bid 1A for Hoffman Park Playground as presented; Seconded by Commissioner Saunderson.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

Approval of Bids for Hoffman Park Playground - 2A

Commissioner Kryger made a motion to approve Bid 2A for Hoffman Park Playground as presented; Seconded by Commissioner Saunderson.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

Rejection of Bids for Hoffman Park Playground - 3A

Commissioner Kryger made a motion to reject Bid 3A for Hoffman Park Playground as presented; Seconded by Commissioner Montgomery.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

Approval of Bids for Hoffman Park Playground - 4A

Commissioner Kryger made a motion to approve Bid 4A for Hoffman Park Playground as presented; Seconded by Commissioner Piotrowski.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

b) Fifth Third Bank Resolution # R-12-02-01

Commissioner Kryger made a motion to accept Fifth Third Bank Resolution #R-12-02-01; Seconded by Commissioner Gavin.

Discussion: Director Reiner explained that this is to have record of signatures for the banks we are working with.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

c) General Obligation Ordinance # O-12-2-01

An ordinance providing for the issue of \$238,000 General Obligation Limited Tax Park bonds, Series 2012

Commissioner Kryger made a motion to approve the General Obligation Ordinance # O-12-2-01; Seconded by Commissioner Gavin.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

d) Approval of NEDSRA Contribution Rate – Amendment to Articles of Agreement

Commissioner Kryger made a motion to accept the NEDSRA Contribution Rate amendment to articles of agreement; Seconded by Commissioner Montgomery.

Discussion: No discussion at this time

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

MOTION TO ADJOURN

At 8:10 pm Commissioner Kryger moved to adjourn; seconded by Commissioner Saunderson.

On voice vote, the motion passed:

AYES: 5 (Commissioner Michele Piotrowski, Larry Montgomery, Lisa Saunderson, Jim Gavin and Michael Kryger)

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Recording Secretary Karin Paral