

**MINUTES OF JANUARY 12th, 2012
BUTTERFIELD PARK DISTRICT
MONTHLY BOARD MEETING**

Commissioner Kryger called the meeting to order at 7:03 p.m.

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

Please Note: Commissioner Piotrowski arrived at 7:20pm.

Commissioners Excused: Commissioner Michele Piotrowski and Larry Montgomery.

Staff Present: Executive Director Reiner and Deputy Executive Director Heitz.

Guests: No guests at this time.

INTRODUCTIONS OF GUESTS AND STAFF

No introductions at this time.

APPROVAL OF REGULAR MEETING MINUTES, NOVEMBER 10th, 2011

Commissioner Kryger made a motion to approve the Board meeting minutes of November 10, 2011; Seconded by Commissioner Saunderson.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger.)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

APPROVAL OF PUBLIC HEARING MEETING MINUTES, NOVEMBER 10th, 2011

Commissioner Kryger made a motion to accept the Public Hearing meeting minutes of November 10, 2011; Seconded by Commissioner Gavin.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

APPROVAL OF FINANCE COMMITTEE MEETING MINUTES, NOVEMBER 10th, 2011

Commissioner Kryger made a motion to accept the Finance Committee Meeting minutes of November 10, 2011; Seconded by Commissioner Saunderson.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

APPROVAL OF POOL AND RECREATION MEETING MINUTES, NOVEMBER 22nd, 2011

Commissioner Kryger made a motion to accept the Pool and Recreation Committee Meeting minutes of November 22, 2011; Seconded by Commissioner Gavin.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

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COMMENTS AND COMMUNICATIONS

Executive Director Reiner briefly discussed the legislation that requires board members to participate in an online training class. He also discussed the \$1,500.00 PDRMA award for loss control that we received.

TOPICS FROM THE FLOOR

N/A

MONTHLY FINANCIAL REPORT – DECEMBER, 2011

Commissioner Kryger made a motion to accept the December 2011 Financial Report; Seconded by Commissioner Saunderson.

Discussion: Executive Director Reiner briefly discussed financial outlook and some of the restricting that has taken place already and where we hope to be next year.

Commissioner Kryger asked if we are still looking into changing banks.

Executive Director Reiner replied yes, we are looking into getting better fees and more competitive rates from possible other banks.

Upon roll call vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

APPROVAL OF DISBURSEMENTS–NOVEMBER, 2011-Ratify Claims List

Commissioner Kryger made a motion to approve the Disbursements of November 2011; Seconded by Commissioner Saunderson.

Discussion:

Upon a roll call vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

APPROVAL OF DISBURSEMENTS–DECEMBER, 2011- Approval of Claims List

Commissioner Kryger made a motion to approve the Disbursements of December 2011; Seconded by Commissioner Saunderson.

Discussion:

Upon a roll call vote, the motion passed:

AYES: 3 (Commissioner Jim Gavin, Lisa Saunderson and Michael Kryger)
Excused: 2 (Commissioner Michele Piotrowski and Larry Montgomery)

PRESIDENT AND COMMISSIONER'S COMMENTS

N/A

COMMITTEE REPORTS

N/A

Please Note: Commissioner Piotrowski present at this time.

DIRECTOR'S AND OPERATIONS REPORT

a) Recreation Report

Information contained in reports was discussed.

Executive Director Reiner briefly discussed the preschool marketing plan. The Early Childhood Manager will be invited to the next meeting to go over this in detail with the Board.

b) Administration Report

Information contained in reports was discussed.

**MINUTES OF JANUARY 12th, 2012
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1. **Update on Hoffman Park Playground Development**

Executive Director Reiner briefly discussed the playground design and how we can make it more accommodating for children in wheelchairs or with any limitation. These changes will all be within in the original budget, we were able to do this by eliminating some of the cement work that was being done. Commissioner Saunderson stated her concern with making it appropriate and fun for kids up to fifth grade. Executive Director Reiner responded that we will be referring to the experts and trust that they can help us with that. Also, the school district, the principal and teachers had a lot of input on what they wanted and didn't want. Tod is planning on being at the February meeting and we can ask him questions then. Commissioner Saunderson asked if we could get a list of where we can see these specific pieces of equipment that would be helpful. Director Reiner indicated that our Playground has been custom designed to meet our needs, so that it could not be seen intact at one site, however, various pieces of equipment could be seen at different sites. Director Reiner also reported that the Playground equipment had already been ordered prior to the new year, in order to save on the 2012 increases, as well as on the thousands of dollars in shipping costs. Director Reiner stated that he would still get her that information, if she would like.

2. **Hoffman Park Master Plan Discussion**

Director Reiner explained that Tod Stanton will be coming to at least two meetings to listen and discuss this with the Board. We need to be looking into the big picture for this Park. Do we want lighting on the walkways, extra drinking fountains, more baseball diamonds or something else? Commissioner Kryger asked if this would be at a regularly scheduled board meeting or a committee meeting? Director Reiner stated we can decide when we would like that. The group consensus was to have it at the committee meeting in February before the regular board meeting. Commissioner Saunderson would like some set parameters and guidelines for the pool and recreation committee. Director Reiner mentioned that he will look further into it for all of the Committees.

3. **Personnel Policy Discussion**

Executive Director Reiner discussed the current paid vacation policy and changing it to accruing vacation time. The same thing would apply to sick leave. Commissioner Kryger stated that the board is okay with him proceeding to change some of those policies as necessary at his discretion. Director Reiner explained a reverse pyramid structure way of thinking for our Table of Organization, where all our energy is directed toward the people we serve. This will help everyone understand who they directly report to and clear up some of the confusion. Our long term goal is to have a part time person in charge of finance. We will be taking some responsibilities away from the Deputy Executive Director position to free up some time to work on other things. We need to define each position and get salaries caught up as well. Our staff salaries are far behind all the other park districts around us. He indicated that he felt we could get there; it just may take a little time. We will update job descriptions after we have our staff retreat.

UNFINISHED BUSINESS

No unfinished business at this time.

NEW BUSINESS

Commissioner Kryger asked about the interviewing and hiring of swim team coaches in January/February. Deputy Director Heitz stated that interviewing and hiring takes place in February or March and sometimes extends over into April.

MOTION TO ADJOURN

At 9:02 pm Commissioner Saunderson moved to adjourn; seconded by Commissioner Gavin.

On voice vote, the motion passed:

AYES: 4 (Commissioner Jim Gavin, Michele Piotrowski, Lisa Saunderson and Michael Kryger)
Excused: 1 (Commissioner Larry Montgomery)

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Recording Secretary Karin Paral