



Butterfield Park District

MINUTES OF MARCH 8th, 2012 MONTHLY BOARD MEETING

Commissioner Saunderson called the meeting to order at 6:35 p.m.

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

Absent: Larry Montgomery and Michael Kryger Commissioner Kryger arrived at 6:49pm

Staff Present: Executive Director Reiner, Deputy Executive Director Heitz, Recreation Manager Venuto 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, FEBRUARY 16th, 2012

Commissioner Piotrowski made a motion to approve the Board meeting minutes of February 16th, 2012; Seconded by Commissioner Gavin.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Michele Piotrowski, Lisa Saunderson and Jim Gavin)
NAYS: None

APPROVAL OF SPECIAL MEETING MINUTES, FEBRUARY 27th, 2012

Commissioner Piotrowski made a motion to approve the Special Meeting Minutes of February 27th, 2012; Seconded by Commissioner Gavin.

Discussion: There was no further discussion at this time.

Upon voice vote, the motion passed:

AYES: 3 (Commissioner Michele Piotrowski, Lisa Saunderson and Jim Gavin)
NAYS: None

COMMENTS AND COMMUNICATIONS

Executive Director Reiner mentioned that the Commissioners should have received in the mail a Statement of Economic Interest that should be filled out and returned by May 1st. He also reminded them about the Open Meetings Act training that needs to be completed by all of the Commissioners. Executive Director Reiner stated that he would send everyone a reminder email with the link.

TOPICS FROM THE FLOOR

None

MONTHLY FINANCIAL REPORT – FEBRUARY, 2012

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

Discussion: There was no further discussion at this time.

Upon roll call vote, the motion passed:

AYES: 3 (Commissioner Michele Piotrowski, Lisa Saunderson and Jim Gavin)
NAYS: None

Minutes of March 8th, 2012 -Monthly Board Meeting - Continued

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

Commissioner Saunderson made a motion to approve the Disbursements of February 2012; Seconded by Commissioner Piotrowski.

Discussion: Commissioner Saunderson mentioned that she didn't remember seeing the term "claims list" before. Deputy Executive Director Heitz stated that it was previously called the check register, now it has more detail and presents the claims to the Board for their approval before the bills are actually paid, except for specific interim checks, which are noted. .

Upon a roll call vote, the motion passed:

AYES: 3 (Commissioner Michele Piotrowski, Lisa Saunderson and Jim Gavin)
NAYS: None

PRESIDENT AND COMMISSIONER'S COMMENTS

No comments at this time.

COMMITTEE REPORTS

a. Finance Committee

Commissioner Piotrowski summed up what was discussed at the Committee Meeting. At the meeting a motion was made to refer the preliminary budget to the full board for consideration with the Committee's recommendation for approval as presented. Executive Director Reiner stated that we will have our final numbers in about three weeks and staff will get back to the board with a final Budget for your consideration at the next Board meeting.

Commissioner Piotrowski noted that estimations were made on the anticipated revenue. Executive Director Reiner made the board aware that a 3% increase was budgeted for water. If the water goes up as high as people are talking about then we will have to reevaluate our situation and make recommendations to the Board at that time.

DIRECTOR'S AND OPERATIONS REPORT

a.) Recreation Report – Early Childhood Presentation

Information contained in reports was discussed.

Executive Director Reiner mentioned that things are developing very nicely with our programs and services.

b.) Administration Report

Information contained in reports was discussed.

Executive Director Reiner discussed the staff workshop and the redistribution of rolls and jobs. We worked together as a team to divide some of those up. He indicated that we would have a follow up for the Board indicating who will be responsible for what responsibilities. Early Childhood Director Murphy will be in charge of concessions this summer.

Recreation Manager Venuto is transitioning into aquatics and ball fields as well as summer camp, BASP, senior programs and special events.

Please Note: Commissioner Kryger arrived at 6:49pm.

c.) Executive Director Reiner reminded everyone of our golf outing that is coming up. We are looking for sponsors, donations and golfers. Commissioner Saunderson asked if there is a letter or flyer we could have?

Executive Director Reiner stated yes we are working on a flyer. We are still making a couple adjustments but we will give the Board Members several copies as soon as it is finished.

UNFINISHED BUSINESS

No unfinished business at this time.

Minutes of March 8th, 2012 -Monthly Board Meeting - Continued

NEW BUSINESS

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

Executive Director Reiner stated that we don't have a recommendation for approval at this time. We would ask for there to be no action taken by the board or if you wish table the item to another board meeting. The reason for this was that when the bids came in for the second bidding, it came in at \$39,000, which was again over our estimated budget figure. We went back to the drawing board today and we are now approximately \$3,000 lower due to changes in the contractors and a negotiated bid with the lowest bidder. Our designers actually pulled the stone layer out of this bid, and a separate contractor (who is already involved with the project) will take care of that stone layer. There will be a change order forthcoming for that reason. Commissioner Kryger stated for the record that we will take no action on the Hoffman Park Playground Surface Bid at this time.

b) Approval of Resolution # R-12-3-01 Preliminary Budget – (Tentative Budget Resolution)

Commissioner Piotrowski made a motion to adopt and authorize the filing of the tentative annual budget resolution in preparation for the fiscal year 2012/2013; Seconded by Commissioner Saunderson.

Discussion: Commissioner Kryger explained that he hadn't had an opportunity to participate in the discussions and would not be able to vote on the issue at this time.

Upon a roll call vote, the motion passed:

AYES: 3 (Commissioner Michele Piotrowski, Lisa Saunderson and Jim Gavin)
NAYS: None
ABSTAIN: 1 (Commissioner Michael Kryger)

c) Approval of NEDSRA Contribution Rate – Resolution # R-12-3-02 Amendment to Articles of Agreement.

Commissioner Kryger made a motion to approve the Resolution # R-12-03-02; Seconded by Commissioner Gavin.

Discussion: Commissioner Saunderson asked if we are changing the contribution rate? Executive Director Reiner stated that we are doing exactly what we approved last month. This is the paperwork NEDSRA requires, we were ahead of the game by approving the issue last month, but they require the same resolution passed by all of the Members.

Upon a roll call vote, the motion passed:

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

EXECUTIVE SESSION

At 7:06pm Commissioner Kryger moved to close from regular session and into Executive Session for the purposes of Personnel 2(c)(1)(2); seconded by Commissioner Piotrowski.

Upon a roll call vote, the motion passed:

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

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

No Action

MOTION TO ADJOURN

At 7:40pm Commissioner Kryger moved to adjourn; seconded by Commissioner Piotrowski.

Upon a voice vote, the motion passed:

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

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Karin Paral, Recording Secretary