



Butterfield Park District

MINUTES OF MAY 10th, 2012 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:31 p.m.

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

Late: Commissioner Saunderson arrived at 7:07pm

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 PUBLIC HEARING MEETING MINUTES, April 12th, 2012

Commissioner Piotrowski made a motion to approve the Public Hearing Meeting Minutes of April 12th, 2012; Seconded by Commissioner Kryger.

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 REGULAR MEETING MINUTES, April 12th, 2012

Commissioner Montgomery made a motion to approve the Board meeting minutes of April 12th, 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

COMMENTS AND COMMUNICATIONS

- Information in Board Packet was discussed
- Executive Director Reiner discussed the program Healthy Minds Healthy Bodies. Which is a comprehensive service that is based on parks and recreation agency's providing services to disabled veterans. The program started with NEDSRA at the Addison Fitness center with a one year free membership for the veteran and an additional free year membership for a work out partner/transportation provider. It also included 15 weeks of free training for the veteran. This was also coordinated with the University of Illinois for proper trainers. This has now become its own 501 (c) (3) agency referred to as AllenForce and it has now been committed to growing not only in Illinois, but throughout the country. There are 62 communities involved at the present time; 14 different agencies' providing the services and 290 veterans involved right now. We would like to see Butterfield Park District get more involved with this program, but we don't have a fitness center, so our residents will take advantage of Centers in our neighboring Park Districts. We hope to continue strong relationships with them and with AllenForce-Healthy Minds/Healthy Bodies. . I will be bringing some policies to the board that we can do with our resources.

Minutes of May 10th, 2012 -Monthly Board Meeting – Continued

TOPICS FROM THE FLOOR

No topics from the floor at this time.

MONTHLY FINANCIAL REPORT – APRIL, 2012

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

Discussion: Commissioner Kryger asked if we are tracking the swim team costs. Deputy Director Heitz responded yes we are it is noted on the swim team operations under recreation for revenue and expenses.

Commissioner Montgomery asked about the auditor adjustment. Executive Director Reiner stated that this year we shouldn't have any adjustments. We have stepped away from DacEasy which should eliminate any adjustment. We can actually pull that adjustment information for the \$37,000 and bring it to the next meeting.

Executive Director Reiner explained to allow there to be enough time for all the checks to get through the bank there will be another statement for April 30th so you will see how we are finishing the year. In the past there has been some unnecessary pressure to end of the month and then get the report out to the Board the next week. We can make this more accurate by closing each month on the 15th and the last month of the fiscal year will have a final report based on the 30th Of the month.

Upon roll call vote, the motion passed:

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

APPROVAL OF DISBURSEMENTS–APRIL 15, 2012-Approval of Claims List

Commissioner Kryger made a motion to approve the Disbursements of April 15, 2012; Seconded by Commissioner Gavin.

Discussion: Deputy Executive Director Heitz made a note that there is typo it reads Claims List March 2012 but it is actually April.

Upon a roll call vote, the motion passed:

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

APPROVAL OF DISBURSEMENTS–APRIL 30, 2012-Approval of Claims List

Commissioner Montgomery made a motion to approve the Disbursements of April 30, 2012; Seconded by Commissioner Gavin.

Discussion: Commissioner Piotrowski asked about the district vehicle repairs. Executive Director Reiner stated that we had to fix the air conditioning unit, a gas gage. The neutral switch also broke on our Truck (which prevented it from starting properly), but this cost does not appear on the claims report 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

APPROVAL OF DISBURSEMENTS–MAY 1, 2012-Approval of Claims List

Commissioner Montgomery made a motion to approve the Disbursements of May 1, 2012; Seconded by Commissioner Gavin.

Discussion: Executive Director Reiner noted that these are the first checks printed on QuickBooks.

Commissioner Kryger asked about the HVAC improvements. Executive Director Reiner explained that we had to move some intake vents out into the classroom from inside the office. The new office and classroom both now have proper heating and cooling and the door has been moved to the other side.

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 Piotrowski mentioned that she stopped by the new playground facility and that it looks great.

COMMITTEE REPORTS

No reports at this time.

DIRECTOR'S AND OPERATIONS REPORT

a.) Recreation & Parks Report

- Information contained in reports was discussed.
- Executive Director Reiner mentioned some of the challenges with our ball fields, dealing with coaches and muddy fields.
- Executive Director Reiner discussed that Connie Murphy has taken an active role in Active Net registration and is making some significant improvements. It looks as if money has been left on the table in the recent past and not collected. She is going after those funds and putting procedures in place for all future past due fees. We will be bringing forth any changes in Board policies that may be necessary.
- Commissioner Kryger asked the staff to bring the name and menu for the Concession area to the attention of the Board when they have been finalized. Director Reiner indicated they will certainly be in place for the next Board meeting.
- Executive Director Reiner discussed with the board the damage done to Hoffman Park. Staff and the police are not sure how they managed to do this, but a car drove over the basketball courts and ripped down four posts. A police report was filed as well as a PDRMA report. Commissioner Gavin asked if our insurance will cover this. Executive Director Reiner stated that we will have to cover the first \$1,000.00.

Please Note: Commissioner Saunderson arrived at this time - 7:07pm.

b.) Administration Report

- Information contained in reports was discussed.
- Executive Director Reiner discussed his walk with the gentlemen who came to the last board meeting Dan Roeda. There is great potential there, but unfortunately that is not Butterfield Park District property. The people that own it are the Lombard Park District, so any initiative would have to come from either the forest preserve district or Lombard. We will attempt to open some dialog on this subject sometime in the near future.
- Executive Director Reiner also talked about the OSLAD grant money and that the funds have not been released yet, so we are still waiting for that information.
- Commissioner Kryger asked if we are still planning on replacing the pool filter in the fall. Executive Director Reiner responded ;yes we are, and that is about a \$36,000 or \$38,000 project but it is something we have to do.

UNFINISHED BUSINESS

a) Approval of MB Financial Resolution # R 12-04-02

Commissioner Montgomery made a motion to approve the MB Financial Resolution # R 12-04-02; Seconded by Commissioner Gavin.

Discussion: Executive Director Reiner mentioned that we discussed this at last month's meeting when it was passed and we are ratifying it at this time.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

NEW BUSINESS

a) Approval of West Suburban Bank Resolution # R 12-05-01

Commissioner Saunderson made a motion to approve the West Suburban Bank Resolution # R 12-05-01; Seconded by Commissioner Piotrowski.

Discussion: Executive Director Reiner explained we feel good about doing work with them. They are a community oriented bank and they purchased our bonds. We will be closing 5/3rd as soon as we reconcile the bank statements and all the checks have cleared.

Upon a roll call vote, the motion passed:

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

NAYS: None

b) Approval of Wheaton Bank & Trust Resolution # R 12-05-02

Commissioner Piotrowski made a motion to approve the Wheaton Bank & Trust Resolution # R 12-05-02; Seconded by Commissioner Saunderson.

Discussion: There was no further discussion at this time.

Upon a roll call vote, the motion passed:

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

NAYS: None

c) Approval of Printing Quotes/Bids 2012-2013

Commissioner Kryger made a motion to award the Printing Quotes/Bids 2012 – 2013 to American Litho ; Seconded by Commissioner Gavin.

Discussion: Executive Director Reiner took a moment to compliment Deputy Director Heitz and Registrar Michelle Janicke on all their work putting this together.

Upon a roll call vote, the motion passed:

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

NAYS: None

d) Election of Officers

Commissioner Saunderson made a motion to keep the Butterfield Park District Board of Commissioners officer positions the same for this year 2012-2013; Seconded by Commissioner Kryger.

Discussion:

The officer positions will remain the same for this year – 2012-2013:

President – Commissioner Kryger

Vice President – Commissioner Saunderson

Secretary – Commissioner Gavin

Treasurer – Commissioner Montgomery

Deputy Secretary – Commissioner Piotrowski

Upon a roll call vote, the motion passed:

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

NAYS: None

e) Approval of Commissioner Committee Assignments and Chair

Commissioner Kryger made a motion to approve the Commissioner Committee Assignments and Chairs; as presented, with modifications regarding the Ad-Hoc Stipulations for two additional Committees. Seconded by Commissioner Piotrowski.

Discussion: The commissioners had a brief discussion on Committees Assignments. The Pool & Recreation, and Building and Grounds Committees will be Ad hoc Committees.

Upon voice vote, the motion passed:

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

NAYS: None

f) Personnel Policy: Vacations

Commissioner Kryger made a motion to approve the Vacation Policy; Seconded by Commissioner Montgomery.

Discussion: Executive Director Reiner discussed the vacation policy. Rather than employees starting the year with no vacation days (while accruing), employees will start with an amount as stipulated in the report. The accrual system of the new policy will begin in January. Next fiscal year they can still have roll over days and will be on the accrual system at that time.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

g) Personnel Policy: Insurance Opt Out Provision

Commissioner Kryger made a motion to adopt the Insurance Opt Out Policy; Seconded by Commissioner Gavin.

Discussion: Commissioner Piotrowski asked if PDRMA has a policy on this. Executive Director Reiner yes they do, this is a highly recommended policy; as long as the employees have insurance. If they opt out of the park district program, the park district is saving the difference and it is a win/win for everyone concerned. Commissioner Kryger asked if the person who did not receive the money in the past received the money now? Executive Director Reiner stated that it was on one of the claims list that was presented tonight.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

EXECUTIVE SESSION

At 7:48pm Commissioner Piotrowski moved to close from regular session and into Executive Session for the purposes of Reviewing Executive Session Minutes; seconded by Commissioner Saunderson.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

Commissioner Montgomery moved to approve the minutes for executive session for all the dates as presented for the content, but not for release to general public at this time; seconded by Commissioner Piotrowski.

Discussion: There was no further discussion at this time.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

MOTION TO ADJOURN

At 8:00pm Commissioner Kryger moved to adjourn; seconded by Commissioner Montgomery.

Upon a voice vote, the motion passed:

AYES: 5 (Commissioner Larry Montgomery, Michele Piotrowski, Lisa Saunderson, Jim Gavin and Michael Kryger)
NAYS: None

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Karin Paral, Recording Secretary