



# Butterfield Park District

## MINUTES OF SEPTEMBER 13th, 2012 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:30 p.m.

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

Absent: Commissioner Larry Montgomery

Arrived Late: Commissioner Saunderson arrived at 6:41pm

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

Guests: No Public in attendance.

### INTRODUCTIONS OF GUESTS AND STAFF

No introductions at this time.

### APPROVAL OF MEETING MINUTES

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

Commissioner Kryger revised his motion to approve the Board meeting minutes of August 16th, Committee of the Whole Meeting Minutes of August 16<sup>th</sup>, Personnel Committee Meeting Minutes of August 30<sup>th</sup> and Executive Session Minutes from August 16<sup>th</sup>, 2012; Seconded by Commissioner Piotrowski.

Discussion: Executive Director Reiner asked the Board for their input regarding the procedure for approving Committee Meeting Minutes and Executive Session Minutes content. In the future the Committee Meeting Minutes will be put under the Committee Reports and approved at the next Committee Meeting.

Commissioner Kryger noted some minor changes for the minutes of August 16<sup>th</sup> monthly board meeting and asked to approve those minutes with the discussed changes.

Upon voice vote, the motion passed:

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

### COMMENTS AND COMMUNICATIONS

- Executive Director Reiner briefly discussed the final sign off for the naturalized basin at Kensington Park. A letter from the County was distributed to the Board.

### TOPICS FROM THE FLOOR

None.

### MONTHLY FINANCIAL REPORT – AUGUST, 2012

Commissioner Kryger made a motion to accept the August, 2012 Financial Report; Seconded by Commissioner Piotrowski.

Discussion: The board discussed bank charges and merchant processing in the budget being higher during the summer months due to the increase in programs and payment by credit card.

Deputy Director Heitz mentioned to the Board that in October and November there will be a lot of financial related items on the agenda, with the review of the audit, accepting the treasurer's report and the tentative levy, tax levy ordinance.

**Minutes of September 13, 2012 -Monthly Board Meeting – Continued**

Executive Director Reiner reminded the commissioners that they need to complete the FOIA training, it is very important and must be completed by January 1, 2013.

Upon roll call vote, the motion passed:

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

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

Commissioner Piotrowski made a motion to approve the Disbursements of August, 2012; Seconded by Commissioner Gavin.

Discussion: Commissioner Kryger asked if Gregg Van Dine has been paid in full. Deputy Director Heitz stated yes he had been.

Commissioner Saunderson arrived at 6:41pm

Upon a roll call vote, the motion passed:

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

PRESIDENT AND COMMISSIONER’S COMMENTS

None.

COMMITTEE REPORTS

- a.) **Personnel Committee** – Executive Director Reiner explained that with Commissioner Montgomery absent we will hold off on this report and action until the next Board meeting.

DIRECTOR’S AND OPERATIONS REPORT

a.) Recreation

- Information contained in the report was discussed.
- Program Manager Venuto discussed the upcoming closing of the pool at the end of the month.
- Program Manager Venuto stated that this year, the Rec Kids (Before and After School Programs) have the highest enrollment ever.

b.) Early Childhood/Customer Care Report

- Information contained in the report was discussed.
- Connie Murphy stated that the preschool has its highest enrollment ever and we currently have no openings, but we do have waiting lists.
- Active Net will be used to set up our brochure which will eliminate duplicating work.
- A summary of how the concession area was received by the public was discussed. There were a lot of positive comments from customers and parents were happy that their child could buy something for one dollar. A summary of the concession area’s financial performance will be forth coming in next month’s report.
- The registration form/waver is being looked into, we would like to shorten it like all of our other neighboring park districts, but we need to make sure we still cover everything we need to for compliance with PDRMA’s guidelines.

c.) Administration Report

- Information contained in the report was discussed.
- Executive Director Reiner passed out a chart breaking down the High School’s swim team pool rental expenses and revenues and explained the expenses incurred by the park district in order to extend the period of time they are allowed to use the pool. No action was requested, but he stated that this information will be considered in preparing next year’s budget.
- Executive Director Reiner discussed establishing a vehicle replacement fund. He will also be evaluating the need for a vehicle with wheelchair accessibility in order to improve our services for senior citizens.
- Executive Director Reiner told the Board we will be establishing a fee assistance program for families who need it in compliance with the district’s fees and charges policies.
- There is no answer from the school district yet regarding the OSLAD Grant project.
- Director Reiner explained that our tennis coach Gregg Van Dine will be leaving the area and moving to Nevada. He ran a wonderful program and has been a great coach. The district will miss him and wish him well in all his future endeavors.

UNFINISHED BUSINESS

No unfinished business at this time.

NEW BUSINESS

No new business at this time.

EXECUTIVE SESSION

At 7:29pm Commissioner Gavin moved to close from regular session and into Executive Session for the purposes of Pending Litigation; seconded by Commissioner Saunderson.

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 to be taken at this time.

MOTION TO RECONVIENE THE REGULAR BOARD MEETING

At 7:56 a motion was made by Commissioner Kryger to reconvene the regular scheduled Board Meeting. The motion was seconded by Commissioner Gavin. Upon a Voice Vote the motion passed unanimously.

MOTION TO ADJOURN

At 7:57pm Commissioner Kryger moved to adjourn; seconded by Commissioner Gavin.

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